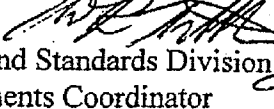




**AMENDMENT #1**  
**Dated March 1, 2005**

**TO:**       ▪ All Capital Departments

**DATE:**     March 1, 2005

**FROM:** Arthur Tillberg,   
Chief Contracts and Standards Division  
Capital Improvements Coordinator

**SUBJECT:** Amended Contract  
CICC- 7040-0/07 -  
MCC

The attached is the latest changes to the original Miscellaneous Construction Contracts CICC 7040-0/07 contract document and Policies & Procedures. This Amendment is affective immediately, Departments and CONTRACTORS are required to refer and utilize this amendment where applicable in the sequence of their contracts.

**ATTACHED:**

Sent to Departments and Contractors:

- Amendment #1, dated March 1, 2005 noting specific changes to the CICC 7040-0/07 contract.
- Latest forms pertaining to the CICC 7040-0/07 contract.

Sent to Departments only:

- Latest Policies and Procedures, revised March 1, 2005.
- New CIIS on-line step-by-step reporting and tracking system.
- Revised ten forms for use within the new CIIS on-line system.

Questions pertaining to the attached submittal should be directed to:

Laurie Johnson/Contract Administrator

Miami-Dade County

Office of Capital Improvements Construction Coordination

111 N.W. 1<sup>st</sup> Street, Suite 1715,

Miami, Florida 33128-1983

Telephone: (305) 375-2606

Fax: (305) 372-6157

# **POLICY AND PROCEDURE** **MISCELLANEOUS CONSTRUCTION CONTRACTS**

**BID NO. CICC 7040-0/07 AND 7360-0/08**

**(Revised March 1, 2005)**

## **I. POLICY:**

The County is responsible for ensuring that the construction contracting process is open, transparent, efficient, effective, fair, and furthermore that the best quality of service is obtained within acceptable competitive pricing. This procedural guide is intended to provide basic orientation information for the operational activities of the Miscellaneous Construction Contracts. It is not intended to be a detailed guide describing each aspect of all of the department-internal specific procedures utilized by CICC. The purpose of this document is to provide the necessary information to enable county user departments to effectively interface with the Office of CICC and to provide general guidance and awareness to such departments on the procedures and policies used by the office of CICC.

This document is the basic framework for the policies and procedures to which the Office of Capital Improvement Construction Coordination (CICC) and departments should adhere. These rules may be supplemented with additional requirements as deemed necessary by the department and approved by CICC and/or the County Manager. Implementation of the rules, requirement and recommendations contained in this document will together result in improved Capital Construction Contracting practices.

## **PURPOSE:**

Is to ensure that the Construction contracting process within Miami-Dade County is efficient, effective and fair and to obtain the best quality of service within acceptable price limits. The guidelines contained herein present a structure for sound and professional contracting practices by all County departments.

## **GOAL:**

The goal is to facilitate an ethical, efficient, competitive and cost-effective process for acquiring best-quality construction services and to continually clarify and standardize the County's construction process as it relates to Miscellaneous Capital Construction Contracts. The underlying guidelines serve to:

- Promote continued development of appropriate contracting policies and practices;
- Formulate, as consistent as possible, the uniform application of these guidelines through the County departments;
- Consistently uniform the application of these guidelines throughout the County departments;
- Ensure the fair and equitable treatment, through an automated rotation system, of all Contractors who respond to RPQ requests and;
- Enhance the cost effectiveness of all county construction projects.

**A. AUTHORIZED DEPARTMENT USER:**

**The Key Contracting Personnel and Responsibilities** is the proper assignment of contracting responsibilities to personnel is integral to ensure that effectiveness, efficiency and integrity of the contracting process and accountability of the contracting personnel. Department participation in this contract requires that each department maintain full-time staff with the following qualifications:

1. Multiple trade requires General Engineering, General Building, Licensed Architect or Licensed Engineer
2. Specialty trades, not limited to; Plumbing, Electrical and HVAC requires licensed contractor, Master Electrician or Licensed Journeyman.

**B. CONTRACT USAGE INSTRUCTIONS:**

The Miscellaneous Contracts were created and initiated to comply with the intent of Resolution R-299-02. It has been developed in a manner that supports the spirit of the Resolution and compliments the needs of the user departments. It is intended that the use of this Contract will allow the departments the capability to expedite construction projects in a manner conducive to an efficient and effective operation.

**The CICC 7040-0/07 Contract Period 11/1/2002 – 10/30/2007 - is a set-aside contract for Level I and Level II Certified Small Business Enterprise.** The Request for Price Quotation (RPQ) project processed under this contract shall not exceed \$1 million.

There must be three (3) or more available CSBE contractors in a specific trade for the RPQ project to be processed as a set-aside. Projects that consist of a primary and or subcontractor trade exempted by the Department of Business Development (DBD) will be reviewed carefully before processing through this contract. Exempt trades include but not limited to; Asbestos Abatement, Traffic Lights Signalization, Concrete cutting, etc., a completed list is available from DBD--

CSBE Levels and their associated participation, as follows:

- ❑ CSBE Level I Contractors can participate and be invited to bid on ALL projects of any value.
- ❑ CSBE Level II Contractors can ONLY participate and be invited to bid on projects with an estimated value over \$750 thousand.
- ❑ All CSBE Level I and II Contractors must be pre-qualified on the CICC 7040 contract to receive an RPQ notice/invitation.

**Note:**

1. **In the event CSBE Level I contractors are not available CICC in conjunction with DBD's approval will invite Level II contractors to participate and be invited to bid on projects valued at less than \$750 thousand.**
2. **A bidding time (i.e. the time between issuance of the solicitation and opening of bids) shall not exceed twenty (20) calendars days for each RPQ.**

The CICC 7360-0/08 Contract Period 6/1/2003 – 5/31/2008 - is an open contract for all contractors registered to provide construction services to the County. The Federal Acquisition Regulations (FAR), requires three (3) or more available contractors in a specific trade to process an RPQ project:

- This contract is specifically set-aside for federal funded projects;
- Projects approved by the Review Committee as "No Measures";
- Projects with the primary trade exempted by DBD with applied CSBE goals.

**Note:**

1. All projects with an estimated value to exceed \$25 thousand will be published for advertisement in the local papers (Miami Herald, Miami Times & Los Diarios) by CICC.
2. A bidding time (i.e. the time between issuance of the solicitation and opening of bids) of at least thirty (30) calendars days shall be provided for each RPQ.
3. Non-Federal funded projects will be submitted to the Review Committee by CICC prior to processing the RPQ request and advertisement.

**C. CONTRACTOR PRE-QUALIFICATION PROCESS**

- All CONTRACTORS must be Certified as a Community Small Business Enterprise Contractor (Pertains to CICC 7040 Contract Only).
- CONTRACTORS must be Registered as a Vendor with the Department of Procurement.
- CONTRACTORS must submit an executed Request to Participate Form.
- CONTRACTORS must submit a signed and notarized copy of the Firms Responsibility Affidavit.
- CONTRACTORS must submit a copy of Miami-Dade Occupational License.
- CONTRACTORS must submit a current valid Certificate of Competency for General Building/Engineering or Specialty Trades Contracting. Certificate(s) issued by:
  1. The State of Florida Construction Board and registered with Miami-Dade County, Building Department or,
  2. The Miami-Dade County Construction Trades Qualifying Board.

**Note:**

- CICC 7040 Contractors must be pre-qualified prior to receiving a Request for Price Quotation (RPQ).
- CICC 7360 Contractors must be pre-qualified prior to receiving a Recommendation for Award.

**D. INSTRUCTIONS FOR PROCESSING AN RPQ:**

The fundamentals of the RPQ are its specifications or Scope of Work, which provides sufficient detail information on the requirements of the goods and/or services being sought. The RPQ should begin with a general statement describing the services to be provided, a summary of the work to be accomplished and the expected result. The body of the RPQ describes in detail each required task and should include the department's specific requirements that must be met by the Contractors, the date, time and format by which Contractors are to submit their quotation and the method of award by which the Contractors will be selected and project will be awarded. A well-written RPQ will encourage the submission of quality price quotation and support the awarding of the RPQ that meets the requirement of the request.

The "Request for Price Quotation" (RPQ) form must be submitted to the Office of Capital Improvement Construction Coordination to access either of the two contracts and to receive a list of pre-qualified contractors.

The RPQ form that is initiated by the user Department is an interactive form accessed from the CIIS. The Department of Business Development (DBD) and the office of Capital Improvements Construction Coordination (CICC) are responsible to provide the required information through the "Capital Improvements Information System (CIIS). This information is available on the web.

The CIIS system will provide the following additional forms, as needed/when needed, as part of the project:

- ☐ RPQ Notice – invitation to contractors
- ☐ RPQ Addendum
- ☐ Recommendation of Award
- ☐ Notice to Proceed
- ☐ Change to RPQ / Purchase Order
- ☐ Notice to Cure
- ☐ Termination for Default
- ☐ Executive Summary
- ☐ Status

#### **1. CIIS Instructions for Processing an RPQ:**

##### **Login**

The "Request for Price Quotation (RPQ)" page is available through the CICC Database. It must be completed and "Save / Update" to continue the process through the Miami-Dade County system as follows: ( For additional information pertaining to the process and development of a project in the CIIS, also see the attached "CICC 7040-0/07 and CICC 7360-0/08 Contracts / ON-LINE STEP BY STEP PROCEDURE".)

Go to <http://intra.miamidade.gov/ciis> or <http://intra/ciis>

Login with "Login ID" and "Password"

Click on "Login"

Go to the "CIIS" box located at the left hand side of the page.

Click on "Misc. Const. Contracts" to go to the Miscellaneous Construction Contracts page.

#### **2. Processing a Request for Price Quotation (RPQ)**

- Click on "Select Department" to choose a department with the drop down key.
- Click on "Process RPQ" to go to the "Request for Price Quotation (RPQ)" page.

Select one of the two options on the "Contract Number" drop down box:

- CICC 7040-0/07
- CICC 7360-0/08

Fill in the "RPQ No." box. Input the RPQ number in this box. If a "Re-bid" is done on an existing Request for Price Quotation (RPQ) Number, a new Request for Price Quotation (RPQ) will be done using the same RPQ number with "REBID 1", "REBID 2", and so on, at the end.  
Click on "Date Issued" and input the date of the request.  
Click on "Bid Date Due" and input the bid due date.  
Click on "Time Due" and input the bid due time.

Click on "Bid Submitted Via:" and select one of the following from the drop down box:

- Web
- Email
- Fax
- Sealed envelopes

Fill in the "Project Number" box with the project number.

Click on "Cost Estimate" and input the dollar value of the estimate.

Click on "CSBE Level" and select one of the following options from the drop down box:

1. CSBE Level 1
2. CSBE Level 2
3. Other (all contractors)
4. Emergency

Click on "Project Name" and input the name of the project.

Click on "Project Location" and input the address. If there is more than one location, type all addresses on this line.

Click on the "Project Manager" box and type in the name of the project manager.

Fill in the "Phone Number" box with the project manager's number.

Fill in the "Fax No." box with the project manager's fax number.

Click on "A/E Consultant" box and input "Y" when there is an A/E consultant or write "N" when there is none.

Click on "A/E Contact" box and input the name of the contact person.

Click on "A/E Phone" and input the A/E phone's number.

Click on "Site Meeting" and input "Y" if a site meeting is required, or "N" if not.

Fill in the "Date" box input the date of the meeting.

Fill in the "Time" box input the time of the meeting.

Fill in the "Location" box with the address of the meeting.

Click on "Type of Contract" and select one of these two options:

1. Single Trade.
2. Multiple Trades.

Click on "Method of Award" and select one of the following options from the drop down box:

1. Assigned Rotation (project valued \$10 thousand or under).
2. Lowest Responsible Bidder (projects valued over \$10 thousand).

Click on "Performance/ Payment Bond Required" and input "Y" or "N" as required.

Click on "Bid Bond Required" and input "Y" if the RPQ requires a Payment and Performance bond, otherwise write "N".

Click on "Prevailing Wage Rate Requirements" and input "Y" if the RPQ has this requirement; otherwise write "N".

Click on "DBD Subcontract Forms" and input "Y" if it is a multi-trade contract; otherwise write "N".

Click on the "Commission District" drop down box and select one of the following options:

1. N/A (non applicable)

2. Select the District number 1 through 13 based on the bid location.

3. Select *Various Districts*, when there are different districts in the bid.

Click on "CSBE Requirements" and input "Y" when releasing an RPQ against forbid CICC7360-0/08 Contract not Federal funded; otherwise input "N" (*DBD input*).

Fill in the percentage number in the "If Yes, %=" box (*DBD input*).

Click on the "Trade Set-a-side" box and write "Y" or "N" when applicable (*DBD input*).

If the answer is yes, input the type of the trade license in the "If Yes, Trade =" box.

"DBD Dates:" These boxes shall be filled by DBD.

1. "Review" fills in the date of the DBD review.

2. "Compliance" fills in the date when the compliance review was done.

3. "SOI" fill in the review date of the "Schedule of Intent".

4. "Memo" fills in the date the Compliance memo was sent to the user Department.

Click on "Trade" box and select from drop down screen.

*Contractors are pre-qualified by classification and scope of work based on the companies Certificate of Competency and Licenses according to the Chapter 10 – Contractors - Code of Miami-Dade County.*

Click on "Count" and input the number of contractors to be invited.

Click on "Sub Trade 1" and select the license type, if applicable.

Click on "Count" and input the number of contractors to be invited.

Click on "Work %" and input the work percentage of the selected Sub Trade 1 in reference to the total amount of work.

Click on "Sub Trade 2" and select the license type, if applicable.

Click on "Count" and input the number of contractors to be invited.

Click on "Work %" and input the work percentage of the selected Sub Trade 1 in reference to the total amount of work.

Click on "Sub Trade 3" and select the license type, if applicable.

Click on "Count" and input the number of contractors to be invited.

Click on "Work %" and input the work percentage of the selected Sub Trade 1 in reference to the total amount of work.

Click on "Anticipated Start Date" and input the start date.

Click on "Calendar Days for Project Completion" and input the estimated project duration in calendar days.

Click on "Liquidated Damages" and input "Y" or "N" as applicable.

Click on "Methods of Payment" and select one of the following methods:

1. Lump Sum

2. Scheduled Monthly Payments

Click on "Funding Source" and type "Y" in each of the following boxes when applicable:

3. "Federal"

4. "State"

5. "PTP" (People's Transportation Plan)

6. "Other"

Enter in the "Scope of Work" box all the work to be done in this request. The Contractor must obtain and submit all permits prior to performing any work.

The "Price Proposal" box will show the price once the RPQ is awarded.

Click on "Save/Update" to save and/or update all the information and to continue with the process.

Once the information is saved, the following options are available:

- a. Geo Code Site Click on "Location Type" and
- b. Select the location type with the drop down key.
- c. Fill in the type of location form and click on "Find"
- d. Click on "Save/Update" to save the project location and to return to the RPQ form.
- e. Save/Update Click on this key to save and/or update the information.
- f. Email CICC Click "Email CICC" to request a contractor bid list to Capital Improvements Construction Coordination (CICC).

Click on "Exit" to return to the "Contract Information" page and to exit the program.  
CICC shall email the list of Contractors based on rotation number and the required number of vendors to be invited.

**3. All changes and/or clarifications to a RPQ once processed in the CIIS must be issued on RPQ Addendum 9 form. (i.e.):**

- ☐ Change in scope of services
- ☐ Change in estimated dollar value
- ☐ Change in bid due dates or pre-bid meeting dates
- ☐ Cancellation prior to bid opening.

**CREATING an "RPQ Addendum"**

The user Department shall issue "RPQ Addendum 9" form whenever a modification or additional information is required in the Request for Price Quotation (RPQ) prior to the bid opening.

Click on "RPQ Addendum 9" form the following information will be required:

Addendum No.:

Date:

**4. COMPETITIVE BIDDING PROCEDURES BASED ON PROJECT DOLLAR VALUE:**

- ☐ RPQs with project estimated value less than \$10,000 - the next three contractors on the rotation will be invited to bid based on rotation number.
- ☐ RPQs with project estimated value over \$10,000 and less than \$200,000 - a minimum of three contractors will be invited to bid on. (Departments may request a list of 3 or more contractors to increase competition and submittal of bid responses).
- ☐ RPQs with project estimated value over \$200,000 - a list of ALL pre-qualified contractors will be invited to bid.
- ☐ Both contracts do not allow sole source contracting.
- ☐ Emergency RPQs - the next available responsive and responsible contractors must be contacted from the emergency list provided by CICC.

Once the list is forwarded to the Department, the RPQ form is updated automatically to include a new "Contractor / Bid Information" box, with the following information:  
Contractor Name



Trade  
Bid  
DBD OK  
Base Bid Amount. The default value is "\$0.00"  
Award  
Bid Type  
Date

The user Department invites all Contractors to bid after receiving the CICC email with the list of Contractors.

Printing the "Request for Price Quotation (RPQ)" as part of the bid document:  
Click on "Print" to print a "Request for Price Quotation (RPQ)"  
Click on "Date" to have a printout with the second page of this RPQ. In this case, the RPQ has the information per Contractor. This page must be returned signed with the proposal.

#### **5. INSTRUCTIONS FOR PROCESSING RPQ RECOMMENDATION AWARD:**

The user Department will start the award process as followed:

Projects/RPQs with award expenditures less than \$25,000 are considered final and may not be protested. Once the lowest responsible and responsive bidder is identified the Recommendation for Award letter should be executed in the CIIS and coincide with the execution of the Purchase Order release in ADPICs.

A recommendation for contract award or rejection of award may be protested by a bidder in accordance with the procedures contained in Section 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No. 3-21, therefore award recommendation for projects based on the noted dollar amount below should be followed.

Projects/RPQs with award expenditures greater than \$25,000 to \$100,000 are applicable to A.O. 3-21 an Award/Purchase Order Release should not be issued until the (5) five days period expires from the date of the Recommendation of Award letter.

- A recommendation for contract award may be protested within five (5) days after it is issued. The contractor must file the proper documents with the Clerk of the Board and submits a non-refundable check in the amount of \$500 for filing fee to initiate the protest precedents.

Projects/RPQs with award expenditures greater than \$100,000 are applicable to A.O. 3-21 an Award/Purchase Order Release should not be issued until the ten (10) days period expires from the date of the Recommendation of Award letter.

- Once a letter of recommendation to award has been communicated (mail, faxed, or emailed) to each competing bidder and filed with the Clerk of the Board, a bidder wishing to protest must do so within 10 days of the date of the award recommendation letter. Contractor must file a written protest and submit a filing fee in accordance with the contract/RPQ award amount.

All the information received shall be incorporated into the database to access this information:

Log into the CIIS and proceed as established in item 2 above.

Select Department using the drop down key

Select a 7040 Contract using the drop down key

Go to the "Contractor / Bid Information" box.

The user Department will add the following information for those Contractors who responded to the bid:

- ☐ Bid. Enter "Y" or "N" for Contractors responsiveness to the bid.
- ☐ Base Bid Amount. Enter the bid amount submitted by each Contractor 3 Enter "Y" for the Contractor submitting the lowest responsive responsible bid.
- ☐ Click on "Update Bids" to save information.

#### **6. RECOMMENDATION OF AWARD LETTER:**

- ☐ RPQs/projects with **single trade** with **no** ancillary trade work requirements are not subject to DBD form 400 and/or DBD review for compliance.
- ☐ RPQs/projects with **single trade** with ancillary trade work requirements are subject to DBD form 400 and/or DBD review for compliance.
- ☐ RPQs/projects with **multiple trades** work requirements are subject to DBD form 400 and/or DBD review for compliance.

All RPQ/projects requiring the submission of sealed responses that include the ability to subcontract work requires the use of a two-envelope process.

1. One envelope shall contain DBD form 400, and the second envelope should contain the RPQ form with the price bid.
2. The user Department must submit the contractors DBD Form 400 to DBD for review and compliance approval.
3. A letter of compliance for the responding Contractors will be issued by DBD in addition to DBD updated the RPQ file in the CIIS once the compliance process is completed.
4. The "Recommendation of Award Letter" can only be accessed once DBD Form 400 is reviewed and the forms are found in compliance and noted in the CIIS.

Click on "Recommendation of Award" to prepare letter to the Contractor. Fill this form with the following information:

Letter date: enter the date that the letter is written.

Bid date: enter the bid due date, as per RPQ

Days to respond: enter the number of calendar days to comply with the requirements of this letter

Base amount: amount is already included on the form

Contingency: enter the dollar amount, if applicable

Dedicated: enter the dollar amount, if applicable

Performance / Payment Bond required, enter "Y" or "N"

Insurance required: enter "Y" or "N" as required

License required: enter "Y" or "N" as applicable

Department Liaison Name, enter the name of the user Department liaison

From: enter the name of the person sending this letter

CC: enter the name of the persons receiving a copy of this letter  
Click on "Save / Update" to save all the information.  
Click on "Print" to have a printout of this letter. Click on "Back" to return to the previous screen.  
Click on "Exit" to return to the "Request for Price Quotation" page.

**Note: Bid prices submitted under an RPQ shall be irrevocable for a period of ninety (90) days from the RPQ submission date.**

#### **7. PROCEDURES FOR PROCESSING A PURCHASE ORDER RELEASE IN ADVANCED PURCHASING & INVENTORY CONTROL SYSTEM (ADPICS):**

All documents requested in the Recommendation for Award letter should be submitted and approved before creating a Purchase Order Release and or issuing a Notice to Proceed.

A direct purchase order is created in ADPICS to release commitments against the two existing Blanket Purchase Order for Miscellaneous Construction Contracts:

Bid CICC7040-0/07 Blanket Purchase Order No. ABCW0300103

Bid CICC7360-0/08 Blanket Purchase Order No. ABCW0300600

When creating a purchase Order Release, enter "P1" in the Purchasing Type field for appropriate departmental approvals

Enter any other information in the notes and terms. ADPICS entry screens are 2360 "Direct Purchase Order Detail Entry, Screen 2365 Purchase Order Detail Entry and Screen 2361 Purchase Order Quotation. These Entry screens create all Direct Purchase Orders in ADPICS. All screens must be completed for immediate approval of the request. In the event that more than three (3) quotations are received, press the F8 key and you will be taken to the second page of that screen to continue entries. Once all entries are completed, press Pause Brake to return to Direct Purchase Order writing, Screen 2360.

**CREATING PURCHASE ORDER RELEASE (POR) IN THE ADPICS:** Creating ADPICS PO Release the ADPICS (POR) must be created for the amount of the award with a separate line for all allowances, contingencies etc. It shall be noted that the contingency or allowance amount of "\$\_\_\_" is County own funds and will only be used in the event of work resulting from unforeseen conditions etc.,. A change request proposal shall be requested by the county representative and submitted for approval. This will allow for usage of the contingency allocation without creating an additional change order.

**Note: Approval of all PO Requests including emergencies and Change Orders will be contingent upon RPQ information being entered in the CIIS.**

#### **8. NOTICE TO PROCEED:**

- ☐ The Purchase Order Release must be executed in ADPICS and must be noted in the Notice to Proceed letter to the contractor.

**Click on "Notice to Proceed" and enter the following information:**

Letter date: enter the date when the letter is written

To: The name and address of the Contractor have been included in the form.

NTP (Notice to Proceed) date: enter the contract start date

Contract duration: enter the duration in calendar days

ADPICS Purchase Order Number: encumbrance of funds for payment through the FAMIS, this is the "Advanced Purchasing Inventory Control System" purchase order number used as an account number to make all the RPQ payments.

Department Liaison Name: select from the drop down menu the individual's name

From: select from the drop down menu the name of the form

cc: enter the names of all the persons receiving a copy of this letter.

Click on "Save / Update" to save all the information

Click on "Print" to have a printout of this letter. Click on "Back" to return to the previous screen.

Click on "Exit" to return to the "Request for Price Quotation" page.

Use this form every time that a change in value or in time is required

Fill the form with the following information:

"Bid No." and "RPQ No."

"Purchase Order No."

"Date"

"Description of work authorized:"

"Total Change Value"

"Total Change Time"

"RPQ Description"

"Justification (Value)"

"Justification (Time)"

"Accepted for Contractor, By:"

"Title:"

"Date:"

"Recommended:" Requires project Manager signature

"Approved:" Requires Chief Construction's Signature

Exit the system

1. Department's Director
2. Surety, write the Surety name on the reserved box
3. Other interested parties, write the names on the box.

Click on "Save / Update" to save all the information

Click on "Print" to have a printout of this letter. Click on "Back" to return to the previous screen.

Click on "Exit" to return to the "Request for Price Quotation" page.

**9. CHANGES TO PURCHASE ORDER RELEASES IN THE ADPICS (Referred to as Change Order in ADPICS):** All Changes Orders are created in the Purchase Order accounting Change (8300) this screen allows the user to create a Change Order that modifies the accounting distribution of a posted Purchase Orders. Approvals of all ADPICS Purchase Order Release are contingent upon entry in the CIIS.

#### **10. INSURANCE REQUIREMENTS:**

The award of all RPQ/Project is contingent on the submittal of the required certificate of insurance and list Miami-Dade County, Office of Capital Improvements Construction Coordination (CICC), 111 N.W. 1<sup>st</sup> Street, Suite 1715, Miami, Florida 33128 as certificate holder and additional insured with respect to public Liability. Prior to issuing a Notice to Proceed on any RPQ/Project the Contractor must be approved for insurance sufficiency in accordance with contract and the specific RPQ; in addition:

1. All RPQ/projects with an estimated dollar value under \$500,000 the minimum coverage required should not be less than \$300,000 for Public Liability and Automobile Liability; as noted below and stated in the contract document;
2. All RPQ/projects with an estimated dollar value over \$500,000 the minimum coverage required should not be less than \$500,000 for Public Liability and Automobile Liability; RPQ document should indicate that additional coverage is required increasing the minimum coverage noted in the contract document.
3. All RPQ/projects with an estimated dollar value over \$500,000 and the scope of work requiring a new construction of a building or structure the RPQ should indicate that supplemental insurance coverage is required items "D & E" if recommended for an award. Certificate(s) of Insurance, which indicate that insurance coverage has been obtained, and meets the requirements as outlined in A, B, and C below:
  - A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute Chapter 440.
  - B. Public Liability on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.
  - C. Automobile Liability Insurance covering all OWNED, NON-OWNED and HIRED vehicles used in connection with the Work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

**Note:** Under no circumstances are Contractors permitted on the Aviation Department facility, Aircraft Operating Airside (A.O.A) without increasing automobile coverage to \$5 million. As of 8/1/03, acquisition and proof of this coverage will be stipulated as a condition of award in applicable RPQs. Only vehicles owned by a company will be authorized. Vehicles owned by individuals will not be authorized.

Original Policies, shall specify the coverage required in D. & E. below:

- D. Owner's Protective Liability Insurance – issued in the name of **Miami-Dade County as sole insured** in an amount not less than \$500,000 per occurrence for bodily injury and property damage combined.
- E. Completed Value Builder's Risk Insurance on an "All Risk" basis in an amount not less than 100% of the insurable value of the building or structure. The policy shall be in the name of the County and the Contractor as their interest may appear.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most closely reflect the operations of the vendor.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the County Risk Management Division,

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of the Contract.

#### **11. REJECTION or Cancellation of a REQUEST FOR PRICE QUOTATION**

When cancellation or rejection of a project is in the best of the County, the using department will notify the office of CICC of its intent to reject and or cancel bids and re-bid at a later date.

A bid proposal may be rejected for any of the following conditions exists:

1. The bid/proposal does not confirm to the specifications and/or solicitation documents.
2. Insufficient financial resources and/or lack of technical ability, physical capacity and/or skill of the contractor to perform the contract or the service required.
3. Inability of the contractor to perform the contract or provide the service within the time specified without delays or interference.
4. Provisions and existing non-compliance by the contractor with laws and ordinances relating to the contracts or services.
5. Inadequate quality or performance on previous contracts for services.
6. Contractor has been declared to be in default on any County or public entity contract, or debarred or suspended by any public entity.
7. Taking exceptions to the terms, conditions, and specifications of the bid/proposal
8. Non-conformance with minority business and/or disadvantage business enterprise provisions and requirements, where applicable.
9. Non-compliance with the business entity registration requirements to do business with Miami-Dade County.
10. When price quoted is not fair and reasonable.
11. Insufficient competition.
12. Any other cause in the best interest of the County.

#### **12. PROCEDURES TO RE-BID, OR CANCEL A RPQ PRIOR TO BID OPENING:**

The using department must state the reason for re-bid of the subject project, changes must be reflected in the revised specifications and or scope of work, RPQ being revised for re-bid and must reflect show an R at the end of the original RPQ number.

### **13. PROCEDURES FOR PROCESSING EMERGENCY RPQs:**

All contractors qualified as General Building, General Engineering, General Mechanical and Specialty Trade Contractors were invited to join the emergency response team under CICC-7040-0/07 and CICC-7360-0/08, Miscellaneous Construction Contracts (MCC). Contractors responding to the request are noted in the system "EMERGENCY RESPONSE TEAM MEMBERS". All contractors are active as a Vendor with DPM, and approved for insurance sufficiency for both contract. Emergency requests for price quotations (RPQ) processed through the CICC 7040 contract are set-aside for firms certified by the Department of Business Development as Community Small Business Enterprise (CSBE) firms Level I & II, certification status must be active at time of award and active throughout the duration of the contract.

ERT Contractors must respond to the emergency call within 2 hours of first contact and be available 24 hours per day 7 days per week. Contractors who refuse emergency work when called upon or are not reachable through the contact numbers provided will be removed from the Emergency Response Team listing.

#### **Sub-contracting emergency work is prohibited**

Contractors responding to emergency projects are prohibited from sub-contracting any of the emergency work; all work must be performed with company's permanent or temporary staff excluding any work which is incidental to work of the specialty trade and is specified as being the work other than that of the specialty trade as certified.

Contract award for emergency projects will be made only to responsive, responsible bidder who meets the qualification listed in the CICC7040-0/07 and CICC7360-0/08 contracts.

In instances where more than 4 hours is needed to complete the emergency work, additional time will be granted only when authorized by the County. The pricing for the additional time will be per hourly rate plus any extra material required for completing the work. Accordingly, the bidder shall indicate the cost of this labor and materials on its bid proposal form. The bidder shall not offer a cost of materials that exceeds a 10% mark-up from the bidder's actual cost. If the bidder exceeds the 10% mark-up for materials, the bid shall be considered non-responsive and ineligible for award.

Failure to complete the project in accordance with the specifications and to the satisfaction of the County within the time stated, the bidder shall be subject to charges for liquidated damages in the amount of \$100.00 for each and every calendar day the work remains incomplete. As compensation due the County for loss of use and for additional costs incurred by the County due to such non-completion of the work, the County shall have the right to deduct the said liquidated damages from any amount due or that may become due to the bidder under this agreement or to invoice the bidder for such damages if the costs incurred exceed the amount due to the bidder.

### **14. IN-HOUSE ESTIMATE:**

All expenditures have to be budgeted. CICC is aware that not all Departments have professional estimators, however all departments have budget constraints and should be aware of a "ball-park" cost to perform contracted work prior to issuance of an RPQ. CICC

requires an estimated cost for all RPQ's which allows the departments' manager to properly categorize the work to be accomplished and identify the Contract requirements which must be adhered to; i.e., bid bond, payment and performance bonds, wage rates requirements, etc. Cost estimates allow a comparative relationship between the bids received. In addition, a cost estimate provides support documentation for the number of contractors needed and provided to the user departments as well as for the support of the award.

We are well aware that not all estimates will be accurate, therefore should a responsible/responsive bid be beyond the estimate, even well beyond, it will not automatically be rejected, it will only **be reviewed for accuracy in compliance with the bid documents by the user department**. An estimated Contract / work order cost is only a tool to be used for comparison and to expose inaccuracies in bids. This is required for the benefit of the user departments and Dade County.

**15. PROJECT SITE INSPECTION:** The RPQ shall clearly state:

1. The RPQ will state the time and place for inspections of the Project Site, if strongly recommended or mandated due to site condition and nature of project.
2. In cases of EMERGENCIES or TIME constraints the Department will use reasonable efforts for scheduling site inspection(s) no sooner than forty-eight (48) hours of distribution of the applicable RPQ.
3. Bid prices shall be submitted, as stated below, on the RPQ form and shall be submitted to the attention of the designated Project Manager as instructed in the RPQ solicitation

**16. THE CONTRACTOR RESPONSIBILITIES:**

1. Shall perform the Work pursuant to the bid prices furnished in response to the RPQ provided that the County has accepted the CONTRACTOR'S bid price;
2. Acknowledges and agrees that the County will accept the CONTRACTOR'S lowest responsive, responsible bid price received in response to the RPQ and the Project Manager has determined that the CONTRACTOR meets the requirements.
3. The County reserves the right to determine that a CONTRACTOR is not qualified to perform the Work on any given RPQ.
4. If the CONTRACTOR does not possess adequate resources to perform the work on more than one project and the County determine that the CONTRACTOR'S resources will not permit the completion of Work on any project within the time(s) specified by the County.
5. The County also may determine that the lowest bidder is not responsible based on past performance as stated in the Miami-Dade Code, Section 2-8.1(g), or for any other reason permitted by law.

**17. BID PRICES SUBMITTED UNDER AN RPQ:** The Prices submitted shall be irrevocable for a period of ninety-days (90) from the RPQ submission date. Failure to hold prices shall be cause to render the bid non-responsive and the RPQ awarded to the CONTRACTOR with the next lowest bid.



**18. PRE-RPQ CONFERENCE/SITE VISIT:**

(FOR ADD'L INFO. SEE SECTION 2.28 OF THE 7040-0/07 CONTRACT)

1. The County department, at its sole discretion, may include a site visit and/or pre-RPQ conference as part of an RPQ.
2. The County may also require mandatory attendance at such site visit/pre- RPQ conference.
3. Failure of a bidder to attend and sign the attendance sheet at a mandatory site visit/Pre-RPQ conference will result in the CONTRACTOR'S RPQ response being rejected.

**19. REQUEST FOR CLARIFICATION/INFORMATION OF AN RPQ: SEC. 2.31)**

All requests for clarification of an RPQ must be submitted in writing no less than

1. Five (5) working days before the RPQ opening or RPQ submittal date and time, to the Project Manager, with a copy to the Clerk of the Board.
2. The County shall issue all changes and/or clarifications to the RPQ in writing via an addendum.

Verbal statements made by the County or the Owner's Representative that are not contained in an RPQ or addendum to the RPQ are not binding on the County and should not form any basis for a bidder's response to an RPQ.

**NOTE:** All RPQs must be obtained in writing regardless of dollar value, except in Emergency Situations where there is an immediate danger to the health, safety and or welfare of persons or property that requires immediate action under the emergency guidelines. The emergency guidelines states that a written proposal should be obtained prior to work commencing, however, in instance where time is critical; a verbal agreement may be used. Such verbal agreement must be documented via RPQ as soon as possible thereafter each occurrences.

**20. MONITORING AND REPORTING CONTRACTOR PERFORMANCE:**

CONTRACTOR performance is any action or inaction by a contractor under a contract, purchase order or other binding agreement with Miami-Dade County. Any action or inaction by a contractor, which does not comply with the contractual terms and conditions, will be considered nonperformance and is to be documented and reported to CICC. Nonperformance includes but is not limited to late or non-delivers, substandard or unacceptable work and/or service levels and/or nonperformance, habitual under or over shipments of required materials, and unauthorized subcontracting or contract assignments.

The user department shall appoint project managers, who shall be responsible for monitoring contractor performance as it relates to the terms and conditions of the contract (s) and or purchase order (s) issued Contractor (s) nonperformance actions are to be documented and reported to CICC for appropriate action aimed at correcting contractor performance, placing the contractor on probation for a period of time, suspension from bidding on contracts, contractor debarment, and/or contract termination.

**A. User Department:**

The contractor should be contacted by telephone to discuss the problems being experienced. A mutual understanding should be reached, if possible, and a time frame for corrective action established.

A meeting should be held with the contractor to help resolve problems whenever possible. Should the contractor continue to not meet the requirements, the user department/division should complete the vendor nonperformance form, or prepare a memo to CICC and attach any available documentation to substantiate the report, including a copy of any letters sent to the contractor or records of meetings (as applicable).

**SUBMITTAL TO THE OFFICE OF CAPITAL IMPROVEMENT CONSTRUCTION COORDINATION**

A copy of the contractor's nonperformance form, or memo from user department, together with supporting documents, should be sent to CICC. The user department should retain a complete copy for its records.

**B. Action by CICC:**

After receiving the contractor's nonperformance, CICC will review the documentation submitted by the department to determine the appropriate course of action. This action may include: calling the contractor, recommending the department to send the contractor a "Notice to Cure", or scheduling a meeting with the vendor.

Where progressive steps aimed at correcting contractor performance, have proven futile, CICC may hold a hearing to determine the next course of action. The contractor and the user department/division will be present at this meeting when a representative from CICC will act as a hearing officer. After listening to all parties, the hearing officer may:

1. Establish a probational period for the contractor to correct all noncompliance problems.
2. Recommend the department to terminate the contract for default, or
3. Find no action necessary

A copy of all written action or documents are sent to the user department. The final decision and formal action will be filed in the contract folder for future use in determining contractor responsibility in future award recommendations.

**C. Notice to Cure:**

Click on "Notice to Cure" to write this letter to the Contractor. Fill this form with the following information:

Letter date, write the date when the letter is written

To: The name and address of the Contractor have been included in the form.

Days to Cure, write the calendar days to resolve all the pending items

Department Liaison Name, select from the drop down key the name of the user Department liaison

From, select from the drop down key the name of the person sending this letter

Description of Corrections, please write a brief description of all pending items to be resolved.

cc, the following persons will receive a copy of this letter:

**D. Notice of Termination for Default:**

Click on "Termination for Default" and fill the form with the following information:

Letter date, write the date when the letter is written

To: The name and address of the Contractor have been included in the form.

Notice to Cure Date; select the date either to correct the deficiencies or to provide an acceptable plan of action for the necessary corrections.

Department Liaison Name, select the name with the drop down key

From, select from the drop down menu the name of the person sending the letter

Surety name, write the name on the provided box

Surety Address

Surety City, State, Zip

cc, write the name of all persons receiving a copy of the letter.

Click on "Save / Update" to save all the information

Click on "Print" to have a printout of this letter. Click on "Back" to return to the previous screen.

Click on "Exit" to return to the "Request for Price Quotation" page.

To view Status, Click on "Status" go to "RPQ Status Response Form"

**E. To view Executive Summary:**

Click on "Exe Summ View" to go to the "7040 or 7360 Contract Executive Summary" page

All the contract construction management information is summarized in the following items:

Contract information

Time

RPQ / Change Order Values

Expenditures

Performance

Other information

"Contract Information" page.

**F. To update a 7040-0/07 or 7360-0/08 Contract Executive Summary prior to receiving a query:**

Log into the CIIS system and proceed as established on 2.A. above

Go to "Select Department" box and select the department from the drop down key

Go to "Select 7040/7360 Contract" and select the RPQ number to be updated from the list with the drop down key on "Status" to go to the "

RPQ Status Response Form"

Read the form and click on the link provided to go to the "7040 or 7360 Contract Executive Summary"

Review the "7040 or 7360 Construction Contract Executive Summary" for:

1 Time

2 RPQ / Change order values

3 Expenditures

4 Performance

Click on "Exit" to return to the "Contract Status Response Form".

Fill in the following items as accurately as possible:

5 Percent complete submittals

6 Percent complete original RPQ material

7 Percent complete original RPQ labor

- 8 Percent complete base RPQ
- 9 Percent complete change order
- 10 Percent complete total project

Click on the "RPQ Status" drop down key to select one of the following options:

- 1 Not started
- 2 On schedule
- 3 Ahead of schedule
- 4 Behind schedule
- 5 Complete
- 6 On hold
- 7 Abandoned

Select "Contact" on the drop down box from a list of names.

Write any explanations in reference to time, expenditure or performance in each one of the boxes provided. The performance is based on estimates by the Departments and is subjective. Review all the information and make the necessary changes prior to continue. The explanations will appear in the "7040 or 7360 Contract Executive Summary".

Click on each check box if:

- 1 RPQ is complete
- 2 As-built information received
- 3 Certificate of completion or occupancy received
- 4 Warranties received
- 5 Final progress payment processed
- 6 Permits closed
- 7 Release of liens received

Click on "File", "Print" and "OK" to have a printout of this status response form. Once printed, the signature of the engineer or the consulting engineer has been included to validate this form.

Click on "Save / Update" to save the information on the database and to go to the "Executive Summary" page.

Click on "Exit" to go to the "RPQ Status Response Form".

Click on "Exit" to go to the "Request for Price Quotation (RPQ)" form.

To answer a "RPQ Status" query by e-mail

Open the e-mail and read the instructions. The general format of this e-mail includes:

Subject line, with the following information:

- 1 Contract number
- 2 Work order number
- 3 Query subject, with the following options:
  - A 50% of the allotted time expired and status update
  - B 10% of the allotted time remaining and status update
  - C 100% of the allotted time expired and status update

Reference line, with the following information:

- 1 Contract number
- 2 Project number
- 3 Project name

CICC contact person's name and phone number

Query request

Recommendations for action

Consequences of failing to follow the established procedures or failing to respond the query

Proceed with the e-mail instructions:

Click on the link provided to answer the query, you will be directed to the "Contract Information" page

- 1 login with appropriate password
- 2 proceed as 5.B. through 5.D.11 above or

Send e-mail to [CIISAdm@miamidade.gov](mailto:CIISAdm@miamidade.gov) - "Construction Oversight Administrator" with your explanations.

It is advisable to review the current Executive Summary prior to complete the Query Response Form. Click on the "number Executive Summary" link provided and

- 1 click on "Exit" to return to the "Contract Information" page
- 2 close this page to return to the e-mail

#### **G. To Exit:**

Click on "Exit" to return to the "Contract Information" page

##### **7040 List**

Click on "7040 List" to go to the "RPQ's for (user) Department" list with the following information:

Department

Type (7040 is the default value)

RPQ Number, click on this heading to have a "All Projects by RPQ Number" list sorted by ascending RPQ number. Click on "Exit" to return to the "Contract Information" page.

Reference Number

Work Type, click on this heading to have a "RPQ's by Work Type" list, which includes all the Departments. Click on "Exit" to return to the "Contract Information" page.

Notice Date, click on this heading to have a "RPQ's by Date" list sorted by notice date for all Departments. Click on "Exit" to return to the "Contract Information" page.

Estimate Value

Award Amount, click on this heading to have a "RPQ's by Award Amount" list in descending amount value for all the departments. Click on "Exit" to return to the "Contract Information" page.

Awarded to, click on this heading to have a "RPQ's by Contractor" list sorted by alphabetical order. Click on "Exit" to return to the "Contract Information" page.

Click on "Exit" to return to the "Contract Information" page.

##### **7360 List**

Click on "7360 List." The "RPQ's for (user) Department" list includes the same information as the 7040 List in the previous paragraph.

## **II. PROCEDURES, FORMS AND CHECKLISTS:**

A number of mandatory forms and checklists were provided for the department's use and convenience. These documents are incorporated the Miscellaneous Construction Contract.

### **A. Awarding Work Assignments (Section 2.26)**

The project manager for the user department requesting work shall prepare the RPQ utilizing the form provided (Attachment 5 & Appendix 5A).

All spaces within the Attachment shall be completed. If not applicable, type or write "N/A". The RPQ shall clearly define the scope of work and other applicable information including but not limited to:

1. any required drawings
2. the method of award
3. the type of payment (cost, fixed price, time and materials, etc.)
4. project term or duration (time frame for performing the work)
5. due date for return of RPQ responses to the County and any additional requirements
6. The RPQ may require within the scope of work that the successful contractor prepare sketches and drawings that do not require a licensed architect or engineer

### **B. Procedures For Obtaining RPQs (Section 2.27) (Attachment 5& Appendix 5A)**

The RPQ's scope of work must provide concise information on the project and any goods or services being sought. The RPQ shall begin with a general statement describing the services to be provided to the County, followed by a summary of the work to be done and the expected result. Each required task shall be specified in the body of the RPQ. It shall also include the user department, the specific requirements that contractors must meet, the date and time contractors must submit their quotations and the process by which the contractors shall be selected and awarded. A well-written RPQ shall encourage the submission of a quality price quotation and support the award of the RPQ that meets the requirements of the request at the lowest price. Refer to Section I, Paragraph B, for the usage and on line process for RPQ's.

### **C. In-House Estimate**

CICC requires an estimated cost for all RPQ's. The user department's project manager shall properly categorize the work to be accomplished and shall identify the contract requirements such as but not limited to bid bond, payment and performance bonds and County Prevailing Wage Rates to establish a project estimate that can serve as a basis for comparison to the prices submitted with the RPQ. In addition, a cost estimate provides supporting documentation to the user departments and the basis for the number of contractors to be contacted as well as justification for awarding to a particular contractor.

The user department shall be diligent when preparing a project estimate however, if a responsible/responsive bid exceed the estimate, the user department shall not automatically reject the bid, but review it for accuracy in compliance with the bid documents. CICC shall assist the department to determine if the bid in excess of the estimate is to be accepted.

**D. Project Site Inspection**

The RPQ shall state the time and place for pre-bid inspections of the project site, typically scheduled at least forty-eight (48) hours after RPQ distribution. When project outcome is contingent on visual inspection, the use of such language as "strongly recommended" shall be used. In cases of emergencies or severe time constraints, the department will use reasonable efforts for scheduling such site inspection(s).

**E. Bid Prices Submittals**

Bid prices shall be submitted on the RPQ form, to the attention of the designated user department's designated project manager by due date and time, as instructed in the RPQ solicitation. Any bids received in a format different than the RPQ form shall be rejected as non-responsive, while those received after the due date and time shall not be considered.

RPQ's shall not be conditioned on an unapproved revision to any term of the contract or any requirement not set forth in the applicable RPQ.

**Note:** FAILURE ON THE PART OF A CONTRACTOR(S) TO SUBMIT A BID SHALL RENDER THE CONTRACTOR(S) NON-RESPONSIVE.

**F. Bid Prices Submitted Under an RPQ (Attachment 5 & Appendix 5A)**

The submitted prices in response to a RPQ shall be irrevocable for a period of ninety-days (90) from the RPQ submission date. The contractor's failure to hold prices at the price submitted shall be cause to render the bid non-responsive. call for a collection of the Bid Bond or initiate debarment proceedings, and award the RPQ to the contractor with the next lowest responsive and responsible bid.

**G. The Contractor**

Once the user department has accepted the contractors' bid price, the contractor shall perform the work pursuant to the bid prices furnished in response to the RPQ.

Upon the users department project manager determination that the contractor has met all the requirements of the RPQ and the CICC 7040-0/07 Contract, the contractor shall acknowledge and agrees that the user department will accept the contractors' lowest responsive, responsible bid price received in response to the RPQ.

The County reserves the right to determine if contractor is not qualified to perform the work on any given RPQ:

1. If the contractor does not possess adequate resources to perform the work on more than one project and the user department determines that the contractor's resources will not permit the completion of work on any project within the time specified by the County.
2. If the County determines that the lowest bidder is not responsible based on past performance as stated in the Miami-Dade Code, Section 2-8.1(g).
3. For any other reason(s) permitted by law.

#### **H. Notification To Contractors For Competitive Bidding**

All listed contractors supplied by CICC shall be notified of the RPQ as follows:

1. **Project valued up to \$10,000:**
  - a. RPQs within this threshold do not require competitive quotations.
  - b. The user department shall contact the next firm, commencing from the top of the assigned rotation list provided by CICC.
  - c. Quotation(s) shall be requested by fax or E-mail.
  - d. If the user department is unable to contact any of the CSBE firms provided on the initial list, CICC shall provide the user department with the next CSBE firm on the rotation list until a successful contractor is identified.
2. **Projects valued – over at \$10,000 and up to \$200,000:**
  - a. The user department shall request from CICC, three (3) or more firms and shall invite all firms on the supplied list, in writing, to offer a quotation based on the RPQ.
  - b. The firms shall submit their quotations in a sealed envelope(s) by the specified time, at the place and by the opening date stated in the RPQ.
3. **Projects valued over \$200,000 to \$1,000,000**
  - a. The user department shall invite all firms in writing, to offer a quotation based on the list of contractors provided by CICC.
  - b. The firms shall submit their quotations in a sealed envelope(s) by the specified time, at the place and by the opening date stated in the RPQ.
  - c. Bid and Performance Bonds are required.

**Note:** Only firms provided by CICC shall be invited to participate in the bidding process for the specific RPQ identified in the Request for Price Quotation Notification.

#### **I Pre-RPQ Conference/Site Visit (For additional information, See Section. 2.28)**

The user department, at its sole discretion, may include a site visit and/or pre-RPQ conference as part of the RPQ.

The County may require mandatory attendance at such site visit/pre- RPQ conference only when such action has been requested with the RPQ and justified in writing as an attachment to the RPQ. CICC will make the final determination if mandatory events materially add to the understanding of the project and are essential to preparing a reasonable bid. Failure of a bidder to attend and sign the attendance sheet at a mandatory site visit/pre-RPQ conference will result in the contractor's RPQ response being rejected.



**J. RPQ Opening Process (For additional information, see Section. 2.30)**

All multiple trade RPQs for projects requiring the submission of sealed responses shall stipulate a two-envelope process:

1. One envelope shall contain the Schedule of Intent Affidavit – CSBE contractor (DBD Form 400).
2. The second envelope shall contain the RPQ form with the price bid.
3. Each envelope must be clearly marked on the outside with the RPQ number, title, time of opening and the type of document included.
4. At the time of the bid opening, only those envelopes identified as containing the DBD Form 400 will be opened.
5. The Department of Business Development (DBD) will subsequently determine which submittals are responsive to the CSBE Participation Provisions.
6. Forty-eight (48) hours after the first opening, or at such other time as may be identified by the user department:
  - a. RPQs first envelope submittals determined to be responsive to the **DBD Form 400** requirements, shall result in second envelope opening.
  - b. RPQs first envelope submittals determined to be non-responsive to the **DBD Form 400**, shall result in the second envelope not being opened.
  - c. If the contractor requests the use of a non-CSBE firm, the contractor must submit **DBD Form 300** or **DBD Form 305A**, in the first envelope along with **DBD Form 400** (See Appendix A).

Unless otherwise notified by the Office of Capital Improvements Construction Coordination (CICC), the Schedule of Intent Affidavits, DBD Form 400, or any other DBD forms required within the referenced Miscellaneous Construction Contract shall be transmitted to the Department of Business Development for review and approval. In order for CICC to monitor the progress, electronic copies of these transmittals shall be forwarded to "CICC 7040-0/07 Administrator" (Administrator).

A CONTRACTOR may only subcontract to those firms certified as a CSBE, unless the Trade(s) and subsequent Subcontractor(s) would be approved by DBD and hold valid Certificates of Competency from the State of Florida and/or Miami-Dade County for the work to be performed.

**Note:** The procedures stated above shall be subject to all the requirements set forth by the CSBE Participation Provisions.

**K. Request for Clarification/Information of an RPQ (Section 2.31)**

All requests for clarification of a RPQ must be submitted in writing no less than five (5) calendar days before the RPQ opening or RPQ submittal date to the user departments' project manager, with a copy to the Clerk of the Board, utilizing the provided form (**Attachment 8**).

The County shall issue all changes and/or clarifications to the RPQ in writing via an addendum (**Attachment 9**). Verbal statements made by user department's personnel or contractor's representative not contained in a RPQ or addendum to the RPQ, shall not bind the County and shall not form any basis for a contractor's response to a RPQ.

**L. Project Awarding (Section 2.26)**

Once the lowest responsive, responsible bidder has been determined and a project is ready to be awarded, the user department project manager shall:

1. Forward the Recommendation to Award (**Attachment 12**) to CICC via facsimile to 305-372-6157.
2. Forward a copy of the Notice of Recommendation for Award to the low bidder/contractor.
3. Prepare the (RPQ) release in ADPICS for CICC approval:
  - a. Indicate the RPQ number as the work order ID number.
  - b. Complete the NOTE PAD section of the release for competitive awards exceeding \$10,000, including all contractors contacted, prices quoted, no bids (provide explanation), and the reason for the award.
  - c. Obtain on-line department approval.
  - d. Notify the CICC Contract Administrator, who shall review and approve the release within 24 hours.
  - e. The user department project manager will then notify the contractor using Attachment 14, Notice to Proceed.
4. Obtain current certificate of insurance (as required on the Recommendation for Award).
5. Review the current certificate of insurance for compliance with contract terms, if non-compliant notify the contractor.
6. Transmit compliant certificates of insurance to CICC via facsimile 305-372-6157.
7. Items 3, 4, 5 and 6 shall run concurrent with the 10-calendar day protest period, with the exception of an "EMERGENCY".
8. Once the contractor has complied with the requirements set forth in the Recommendation for Award, the user department will transmit a Notice to Proceed and schedule the pre-construction meeting including date, time and agenda.

**Note:** All RPQs must be obtained in writing regardless of dollar value, except in Emergency Situations where there is an immediate danger to the health, safety and or welfare of persons or property that requires immediate action under the emergency guidelines. The emergency guidelines state that a written proposal should be obtained prior to work commencing, however, where time is critical; a verbal agreement may be used. Such verbal agreement must be documented via RPQ as soon as possible thereafter each occurrence and forwarded to CICC.

**M. RPQ Value Thresholds for Contract Award (Section 2.2)**

Projects valued up to \$1,000,000.00	Level I
Projects valued from \$750,000.01 to \$1,000,000.00	Level II

**Note:** No single RPQ shall be awarded in excess of \$1 million and no Individual firms shall receive awards totaling more than \$3 million per year during the term of this Contract. Once that limit has been reached, the contractor shall be removed from the rotation list until the next cycle-year.

**N. Telephone Contact**

It is advisable for the user department project manager to notify contractors that the RPQ sent via facsimile requires a written response otherwise it shall be considered non-responsive.

**O. Shop Drawings**

When shop drawings are required by the RPQ, the procedure shall be as follows:

1. The contractor shall submit three (3) sets of shop drawings utilizing **Attachment 22** the user departments may specify additional sets in the RPQ (**Attachment 5**).
2. By submitting shop drawings and/or samples, the contractor represents that he/she has verified all field measurements, field construction criteria, materials, catalog numbers and similar data; and has verified and corresponded each shop drawing with the requirements of the RPQ, other shop drawings and the contract, as stated on the shop drawings and the corresponding transmittal.
3. The contractor shall submit shop drawings and/or samples to the user department project manager who shall ensure they are reviewed and approved by the Engineer of Record utilizing **Attachment 23**. If the Engineer of Record does not approve, his/her comments shall be noted directly on the drawings and/or samples indicating actions to be taken by either the contractor or user department.

**P. What an EMERGENCY Is As Defined In Administrative Order 3-2 (Section 4(D))**

An emergency is an unforeseen or unanticipated urgent and immediate need for construction services where the protection of life, health, safety or welfare of the community or the preservation of public property would not be possible using any alternative contracting methods described in Administrative Order 3-39 including bid waiver.

1. In the event a department director or authorized designee determines that the emergency construction services are required, an **Emergency RPQ** may be awarded without utilizing the competitive bid procedures provided the expenditure is within the limits of the contract. Within five (5) working days after the invitation of the Emergency RPQ, the county department shall submit the post award documentation and memorandum specifying the circumstances which justified the Emergency RPQ, signed by the Department Director or their designated representative, to the Office of Capital improvements.
2. If the user department determines that the work to be performed is an emergency and cannot be performed within the required time using normal purchasing procedures, the user department project manager shall notify CICC and award the emergency work to the next firm in the supplied rotational list regardless of value. Emergency quote(s) may be received by telephone, facsimile or e-mail, followed by written confirmation.
3. All declared emergencies must be followed up with a written explanation of circumstances mandating emergency procedures issued by the department director or their authorized representative.

**Note:** The County reserves the right to reject any and all prices submitted on a RPQ or to cancel a RPQ at any time.

#### **Q. Substantial Completion, Punch List & Final Acceptance**

The user department project manager shall have the responsibility to determine if the work has been completed in accordance with the RPQ's intended purpose or without material substantial deviation from RPQ or contract terms.

The project manager shall sign the Substantial Completion Inspection form (**Attachment 15**) after the CONTRACTOR has first agreed and signed the form. However, the execution of this form shall not relieve the contractor of his obligation to complete the project in accordance with the original RPQ.

Once the contractor is satisfied that the work is substantially complete:

1. The contractor shall request, in writing, that the project manager inspect the work to determine if substantial completion has been achieved using (**Attachment 16**).
2. The project manager shall schedule the date and time of inspection and notify the contractor and all other parties deemed necessary to attend the inspection.
3. During the site inspection, the project manager shall complete the Project Substantial Completion form (**Attachment 15**).
4. All remaining work to be completed shall be identified on (**Attachment 17**) and shall be known as the Punch List Work.
5. Both the project manager and the contractor shall confirm that the Punch List contains the item(s) necessary to complete the work in accordance with the RPQ and shall sign the Punch List form.
6. Copies of the Punch List shall be provided to all parties concerned.
7. If the Punch List is limited to minor omissions and defects, the project manager shall, at his/her discretion, accept the work as substantially completed subject to completion of work identified the Punch List.
8. Upon completion of work identified in the Punch List, the contractor shall request another substantial completion inspection.
9. If work is satisfactorily completed, the project manager shall sign the RPQ Close-Out form under Final Inspection Approval and notify the contractor of final acceptance on (**Attachment 18**).
10. The contractor shall obtain and deliver to the project manager proof of final inspection and all warranty documentation and Certificate(s) of Occupancy or Completion, as required by Section 307 of the Florida Building Code.
11. The contractor shall obtain and deliver all required affidavits such as, but not limited to, final release of liens, and surety consents.
12. Once the previous items have been satisfied, the project manager shall notify the contractor of the closeout of the project on (**Attachment 19**).

### **III. Attachments**

#### **A. CICC required forms:**

1. Request for Price Quotation Notification (RPQ) Attachment 6
2. Request for Price Quotation (RPQ) Attachment 5 & Appendix 5A

#### **B. DBD required forms:**

1. Unavailability Certificate 303
2. Unavailability of a CSBE Due to Competitiveness DBD 305A
3. Schedule of intent affidavit DBD 400
4. Monthly CSBE Utilization Report DBD M-300

#### **Attachment 1. Liquidated Damages (Section 2.10)**

County Damages in Case of Delays (The contractors' responsibility) prior to assessing liquidated damages the contractor should be notified that there is a problem (s) and they should be given a reasonable amount of time to make corrections. Should the contractor fail to correct the problems in the agreed upon time, then a letter with details of the imposed delays and daily damages should be forwarded to the contractor clearly noting that liquidated damages are being assessed. The assessing or waiving of liquidated damages, if allowed by the RPQ, must be reviewed and approved by the User department director and forwarded to CICC for conformance.

#### **Attachment 2. Invoices and Payments Section (2.15)**

The County shall pay the contractor as compensation for completing the project under an RPQ, the sum specified in the contractor's submittal to the RPQ, as accepted by the County. The contractor must submit a progress invoice reflecting the total contract price, the payments made to date and the total payment to be made.

#### **Attachment 3. Project Payment Request (Section 2.15, F)**

The project manager may require that the contractor to submit a Project Payment Certificate for Projects in excess of \$100,000.

#### **Attachment 4. Materials Purchased and Stored Off Project Site (Section 2.15, I)**

It must be stipulated in the RPQ that the contractor may be paid for materials purchased and stored at the project site or another location. A payment request may be made for materials or equipment not incorporated into the Project, but delivered and suitably stored at the site or at some other location agreed upon in writing. The payment shall be conditioned upon submission of paid invoices and an executed Material Purchased/Stored off premises form by the contractor.

#### **Attachment 5. Request for Price Quotation (RPQ) Notification to CICC(Section 2.26)**

It is the responsibility of the department's project manager to prepare an RPQ utilizing Attachment 5 and Appendix 5A) and submit them to CICC for review and approval. The RPQ shall include specifications, complete scope of work and any required drawings necessary to

complete the RPQ in a timely and acceptable workmanship like manner. This RPQ shall be forwarded to the contractors by Facsimile within sufficient time to allow the contractor to review the job specifications and respond with a written price quotation by the time specified in the RPQ.

**Attachment 5. Request for Price Quotation (RPQ) w/ Appendix 5A (Section 2.26)**

This form shall be prepared and submitted to CICC in conjunction with Attachment 5. CICC will utilize this Attachment to provide the department with the next group of contractors approved to do business in the rotation sequence.

**Attachment 6. Request for Price Quotation (RPQ) Notification to Contractors (Section 2.27)**

When the Departments elect to have work performed, the Department shall notify pre-qualified 7040-0/07 Contractor(s) by utilizing Attachment 6.

**Attachment 7. Subcontractors/Supplier Listing (Section 2.30)**

When subcontracting, the Contractor must comply with Resolution 1634-93.

**Attachment 8. Request for Clarification of an RPQ (Section 2.31)**

All requests for clarification must be submitted in writing no less than five (5) working days before the RPQ opening or RPQ submittal date and time, to the project manager.

**Attachment 9. RPQ Addendum Form (Section 2.31)**

The user department shall issue all changes and/or clarifications to the RPQ in writing via an addendum. Statements made that are not contained in an RPQ or addendum to the RPQ is not binding on the County and should not form any basis for a bidder's response to an RPQ.

**Attachment 10. Subcontracting of Work Request, Post Award (Section 2.33)**

Project Manger should utilize this Attachment as approval if the contractor is unsuccessful in obtaining another certified firm as a replacement of the CSBE prior to commencement of any work when the CSBE (s) identified as a subcontractor becomes unavailable or unacceptable, or additional or substitution CSBE (s) are needed after award.

**Attachment 11. Acceptance of Work Request Post Award by the County (Section 2.33, A):**

The project manager shall notify the CONTRACTOR utilizing this Attachment of its acceptance or rejection of the request for subcontracting of work.

**Attachment 12. Recommendation for Award (Section 2.34)**

The contractor may not incur any expense on an RPQ until such time as the project manager issues a Recommendation for Award utilizing **Attachment 12**. When payment/performance bond is required, this shall be addressed in the Recommendation for Award letter by checking the applicable box.

**Attachment 13. Notice to Occupy Site (Section 2.35)**

Where the award is conditioned upon the submission of a Performance or Payment Bond, the contractor may not occupy the work site nor begin work until the bonding requirements have been met and are approved by Risk Management.

**Attachment 14. Notice to Proceed (Section 2.36)**

It is the responsibility of the user departments' project manager to issue a Notice to Proceed (NTP) identifying the work to be performed, the RPQ identification number, the date of work commencement and completion. Any expense incurred by the contractor prior to the issuance of a NTP is solely the responsibility of the contractor and will not be reimbursed by the County.

**Attachments 15 & 16. Request for Substantial Completion (Section 2.38)**

When the Contractor notifies the project manager in writing that the work is substantially complete and requests an inspection the **Attachment 16** should be utilized. It is the responsibility of the user departments' project manager to properly inspect the site to determine that the work is fit for its intended purpose and that there are no material and/or substantial variations from the contract and/or RPQ by utilizing **Attachment 15**.

**Attachment 17. Punch List (Section 2.38, A, B, & C)**

It is the responsibility of the user departments' project manager to schedule a date and time for inspection, after substantial completion has been achieved and to notify the contractor and any other parties deemed necessary to identify any remaining work utilizing this Attachment. Both the project manager and the contractor confirming that the Punch List contains the item(s) necessary to complete the work shall sign the punch list. The project manager shall notify the contractor of the time reasonably required to complete all remaining items in the Punch List.

**Attachment 18. Certificate of Final Acceptance (Section 2.38, E)**

Upon final inspection after the Punch List work has been completed, the project manager will sign the Work Order Close-Out Form under final inspection approval and notify the contractor of final acceptance of work under the RPQ. The contractor shall deliver to the project manager such certificate (s) of Occupancy or Completion, proof of final inspections and all warranty documentation.

**Attachment 19.      Project Close-Out (Section 2.38)**

The user departments' project manager shall notify the contractor using this Attachment, of the closeout of the project upon receipt of all documentation, resolution of any outstanding issues and issuance of final payment. Copy must be forwarded to the CICC immediately.

**Attachment 20.      Request for Information (RFI) Post Award of RPQ (Section 2.41)**

The contractor shall submit a Request for Information (RFI) where the contractor believes that the specifications or drawings are unclear or in conflict with the RPQ. All requests must clearly identify the drawings and/or specification section where clarification is being requested.

**Attachment 21.      Response to Requests for Information (RFI) Post Award of RPQ (Section 2.41)**

It is the responsibility of the user departments' project manager to respond to the contractors' Request for Information (RFI) utilizing this Attachment whether there is, or is not, a need for clarification of an RPQ.

**Attachment 22.      AS-Built Shop Drawings/Sample Submittal (Section 2.45, A)**

The contractor shall submit three (3) sets of As-Built Drawings when required by the RPQ utilizing this Attachment. The RPQ may specify additional sets of drawings are submitted when required, number of samples may also be specified. As built drawing and samples must be submitted to the project manager within ten (10) business days of Final Acceptance of the project.

**Attachment 23.      As-Built Drawings/Sample Submittal Response (Section 2.45, A)**

The project manager shall respond in writing utilizing Attachment 23 certifying that the drawings and samples reflect the actual work performed and materials included in the RPQ and meets the requirements of the RPQ.

**Attachment 24.      Pre-Construction Meeting (Section 2.51)**

This form is to be used by the user departments' project manager to document statements and discussions made in the pre-construction meeting.

**Attachment 25.      Progress Meeting (Section 2.52, A, B, & C)**

It is the responsibility of the project manager to hold progress meetings with the contractor, the owner's representative and invitees associated with the development of the project. The contractor shall notify its subcontractors and/or vendors when the project manager requires their presence. Minutes of the meeting shall be maintained and copies distributed by the project manager to all parties in attendance.



**Attachment 26.**      **Notice of Accidents or Injury (Section 2.57)**

The contractor must utilize this Attachment to report any and all accidents to persons or damage to property, and shall furnish full information, including testimony of witnesses regarding any and all accidents occurring on the project site to the user departments' project manager. The contractor shall provide equipment and facilities as necessary or required in the case of accidents, for first aid service to any person who may be injured during the project duration. The contractor shall comply with OSHA requirements.

**Attachment 27.**      **Differing Site Conditions (Section 2.60)**

The contractor shall utilize this Attachment to notify the project manager within eight (8) hours after discovery of: (1) latent physical conditions differing materially from those indicated in the RPQ and/or (2) physical conditions of an unusual nature and character unknown to the contractor at the time of the bid of the RPQ.

**Attachment 28.**      **Preliminary Occupancy (Section 2.64)**

It is the responsibility of the user departments' project manager to utilize this Attachment to notify the contractor that part of the site is being occupied (which has not been contemplated by the parties to be co-occupied during the performance of the work) and that the County will be responsible for damage or losses to such portion of the work caused by the County's preliminary occupancy. This preliminary occupancy shall in no event be construed as Substantial Completion or beneficial use.

**Attachment 29.**      **Extension of Time (Section 2.66)**

The contractor may request, from the project manager, an Excusable Delay within ten (10) days after the contractor knows or should have known of an actual or potential extension of time claim. The contractor must demonstrate that the completion of work will be effectively delayed by an unknown or unanticipated cause of delay, which arose after issuance of the NTP and could not have been anticipated by the contractor before start of work.

**Attachment 30.**      **Stop Work Order (Section 2.68)**

The user department's project manager may, at any time, by written order to the contractor, utilizing this Attachment require the contractor to stop all, or any part of the work for a period of up to ninety (90) days (or any lesser period), commencing no sooner than the date the order is delivered to the contractor. It is the user department's responsibility after a Stop Work Order is delivered to the contractor, or within any extension to which the parties have agreed, to either cancel the Stop Work order or terminate the work covered by such order.

**Attachment 31.**      **Termination For Convenience by the County (Section 2.70)**

The contractor shall, upon receipt of such notice, unless otherwise directed by the user departments' project manager, stop all work on the date specified in the notice; take such action as

may be necessary for the protection and preservation of the County's materials and property and shall cancel all cancelable orders for materials and equipment.

**Attachment 32.      Payment Related to Guaranteed Obligations (Section 2.71)**

The user department may in no way withhold payment from the contractor that is not directly related to items in dispute. The user department may withhold from any payment such sums as may be reasonable to ensure completion of the project with respect to the defective work, equipment or materials identified by the project manager. The user department may deduct payment due to the contractor, an amount equal to its cost incurred due to any fault of the contractor. Once the project manager determines that the contractor has fulfilled its obligations, the user department will pay the contractor any monies owed subject to contractor's submission of or compliance with any remaining documentation or obligations.

**Attachment 33.      Event of Default (Section 2.81)**

An event of default shall mean a breach of the contract by the contractor. Without limiting the generality of the foregoing and in addition to those instances referred to herein as a breach, an Event of Default, includes the contractor has not performed the work in a timely manner. The County may at any time, in its sole discretion, terminate the contract by written notice to the contractor, when in the opinion of the user department's project manager; there are reasonable grounds for uncertainty that the contractor has the ability to perform the work.

**Attachment 34.      Notice of Default Opportunity to Cure/Terminate (Section 2.82)**

Should the project manager determine that the contractor is in default of their obligations under the RPQ, the project manager shall notify the contractor utilizing this Attachment, specifying the basis for such default and shall advise the contractor that such default must be cured within a specified time frame or the RPQ may be terminated.

**Attachment 35.      Remedies In The Event Of Termination For Default (Section 2.83)**

The user departments' project manager will notify, utilizing this Attachment, both the contractor and the bond provider of the effective date of termination should a Termination for Default occur.

**Attachment 36.      Disputes (Section 2.89)**

Where a contractor believes a dispute exists; the contractor shall notify the project manager of such dispute utilizing this form, within five (5) working days of the date of the issue or circumstances causing the dispute.

**Attachment 37.      Extra Work Directive to Proceed (Section 2.93)**

If both the user department and the contractor fail to reach an agreement with respect to proposed Extra Work, or in case of extenuating circumstances, the user department may issue a directive to the contractor to do the proposed Extra Work utilizing this Attachment.

**Attachment 38. Notice of Proposed Change to RPQ/Purchase Order (Section 2.94, C)**

The contractor is required to provide the project manager with a detailed Change to RPQ/Purchase Order utilizing this Attachment in response to a requested revision to the contract. Information provided by the contractor shall include, but not limited to, adjustments in the RPQ price and schedules for performance of the applicable RPQ.

**Attachment 39. Change to RPQ/Purchase Order (Section 2.94)**

A Change Order is an equitable adjustment (increase or decrease) to the applicable RPQ representing a reasonable cost to a requested change in work. A Change to an RPQ: must be at the physical location or adjacent to the original site of the RPQ; must involve trades currently included in the original RPQ or involve unanticipated discovery occurring during the course of the RPQ; may impact project completion; price quotation must be reviewed by the user department's qualifier and signed off as reasonable; does not exceed a cumulative increase in the original RPQ value of more than 50% or \$100,000 which ever is less without prior approval from CICC. When work must be performed outside the original scope of work, a change order must be completed, regardless of the value of the changes being made.

**Attachment 40. Uncovering Finished Work (Section 2.96)**

It is the project managers' right and responsibility to order the contractor to uncover or take down portions of any finished work not previously inspected or reasonably suspected of being substandard or in any way non-compliant with the RPQ. The project manager shall notify the contractor in writing concerning all covered finished work utilizing this Attachment.

**Attachment 41. Correction of Work (Section 2.97)**

The contractor shall promptly correct all work rejected by the project manager as defective or as failing to conform to the RPQ, whether observed or before substantial completion and whether or not fabricated, installed or completed. It is the contractor's responsibility to bear all cost of correcting such rejected work, including the cost of the user department's additional services made necessary.

**Attachment 42. Acceptance of Defective or Non-Conforming Work (Section 2.98)**

The user departments' project manager may elect to accept in writing, defective or non-conforming work instead of requiring removal and correction. The project manager is then responsible to prepare a change order reflecting an appropriate reduction in the amount of RPQ.

**Attachments 43, 43A, & 43B Subcontractor's Statement Of Satisfaction (Section 2.105)**

It is the Responsibility of the user departments' project manager to review payment requests submitted by the contractor. The contractor shall, beginning with the second request for payment, attach a Partial Release of Lien utilizing this Attachment for each payment request submitted. The contractor will be responsible to obtain a Final Release of Claim from each of his

subcontractors / suppliers used on the project prior to a final payment. Failure to submit such documentation may result in delay in payment or the County withholding from the final payment such funds as necessary to satisfy any subcontractor claims.

**Attachment 44.      Consent of Surety for Payment (Section 2.105, C)**

The contractor may, in lieu of supplying the Release of Lien, submit a Consent of Surety to requisition payment to the user departments' project manager.

**Attachment 45.      Field Directives (Section 2.111)**

The project manger may at times issue field directives to the contractor based on visits to the project site and such field directives shall be issued utilizing this Attachment. The contractor shall comply with the directive. Where the contractor believes that the directives are outside the scope of the work, that contractor shall, within 48 hours, notify the project manager that the directive is outside the scope of the original work.

**Attachment 46.      Hurricane Watch Notification (Section 2.117, A)**

This form shall be used by the project manager to issue notification to the contractor that the weather bureau has identified the area of work to be under a hurricane watch.

**Attachment 47.      Hurricane Warning Notification (Section 2.117, B)**

This form shall be used by the project manager to issue notification to the contractor that the weather bureau has identified the area of work to be under a hurricane watch.

**Attachment 48.      Contractor Evaluation (Section 2.118)**

This form shall be used by the project manager to report the contractor's performance to the CIIS. This form is generic in that it may be used for either contractor or consultant.

**Attachment 49.      Contract Status (Section 2.119)**

This form shall be used by the project manager to report the project status to the CIIS. By the project manager completing this form at least once a month will allow the County to have real time up-to-date information on any project's status.

## **Dictionary of Terms**

**RPQ**  
**GC**  
**CONTRACTOR**  
**IG**  
**IPSIG**  
**DBD**  
**RFI**

**Request for Price Quotation**  
**General Contractor**  
**Service Provider**  
**Inspector General**  
**Independent Private Sector Inspector General**  
**Department of Business Development**  
**Request for Information**



# MIAMI-DADE

## AMENDMENT NO. 1

<b>TO:</b> All Departments	<b>DATE:</b> March 1, 2005
<b>FROM:</b> Art Tillberg, Chief Contract Standards and Capital Improvement Construction Coordination	<b>BID NO.:</b> CICC 7040-0/07 and CICC 7360-0/08 <b>TITLE:</b> MISCELLANEOUS CONSTRUCTION CONTRACT

Please note the following change(s) are attached for your use:

The new CIIS on-line step by step tracking and reporting system
Revised ten forms for use <i>within the new CIIS on-line system</i> :
<ol style="list-style-type: none"> <li>1. Request For Price Quotation (RPQ)(Attachment 5)</li> <li>2. Appendix "5A" (Attachment 5A)</li> <li>3. RPQ Addendum (Attachment 9)</li> <li>4. Recommendation for Award (Attachment 12)</li> <li>5. Notice To Proceed (to include ADPICS PO Release number) (Attachment 14)</li> <li>6. Change to RPQ / Purchase Order (Attachment 39)</li> <li>7. Notice To Cure (Attachment 33)</li> <li>8. Termination for Default (Attachment 35)</li> <li>9. Contractor Evaluation (Attachment 48)</li> <li>10. Contract Status (Attachment 49)</li> </ol>
In order to use the MISCELLANEOUS CONSTRUCTION CONTRACT, the Department users must access through the Capital Improvements Information System (CIIS) at <a href="http://intra.miamidade.gov/ciis">http://intra.miamidade.gov/ciis</a> , within the CIIS, left side of page, "Misc. Const. Contracts"
A PowerPoint presentation is available on-line at: <a href="http://intra/CIIS/Forms/7040%20Training%20(Powerpoint).ppt">http://intra/CIIS/Forms/7040%20Training%20(Powerpoint).ppt</a> )
The Policies and Procedures shall be amended with the following instructions for the use of MISCELLANEOUS CONSTRUCTION CONTRACT in the CIIS. All other procedures shall remain the same.

## **CICC 7040-0/07 and CICC 7360-0/08 CONTRACTS**

### **ON-LINE STEP BY STEP PROCEDURE**

Issued March 1, 2005

#### **1. General Information**

- A. The "Request for Price Quotation" form is used with the following "Capital Improvement Construction Coordination" contracts:
1. CICC 7040-0/07 "Miscellaneous Construction Contract for Qualified Community Small Business Enterprise General Building / Engineering and Specialty Trade Contractors for a five (5) Year Period for Various County Departments." This contract is a Set-Aside solely for "Community Small Business Enterprise (CSBE) Level I, Level II and provisions for inclusion of Level III Construction Contractors" as per Resolution R-299-02. The work orders will be below \$ 1,000,000.00 in value.
  2. CICC 7360-0/08 "Miscellaneous Construction Contract for Qualified General Building / Engineering and Specialty Trade Contractors for a Five (5) Year Period for Various County Departments." There are no restrictions for work orders below \$1,000,000 in value but the CICC Director's approval will be required for work orders above this amount.
- B. This form is initiated by the user Department. This is an interactive form to be used by the user Departments, the Department of Business Development (DBD) and the Capital Improvements Construction Coordination (CICC). Each department is responsible to provide the required information through the "Capital Improvements Information System (CIIS) software available on the web.
- C. The CIIS system will create the following additional forms, as needed, as part of the project:
1. Appendix "A"
  2. RPQ Addendum
  3. Recommendation for Award
  4. Notice to Proceed
  5. Change to RPQ / Purchase Order
  6. Notice to Cure
  7. Termination for Default
  8. Executive Summary
  9. RPQ Status
  10. Contractor Evaluation

#### **2. Executive Summary Login**

- A. The "Request for Price Quotation (RPQ)" page is available through the CICC Database. It must be completed and "Save / Update" to be processed further through the Miami-Dade County system. This is performed as follows:
1. Go to <http://intra.miamidadegov/ciis> or <http://intra/ciis>.
  2. Login with "Login ID" and "Password"
  3. Click on "Login"

4. Go to the "CIIS" box located at the left hand side of the page,
5. Click on "Misc. Const. Contracts" to go to the Miscellaneous Construction Contracts page

**3. To process a "Request for Price Quotation (RPQ)"**

- A. Verify that the Department address included in the form is correct, if not type the correct one.
- B. Click on "Select Department" to choose a department with the drop down key.
- C. Click on "Process RPQ" to go to the "Request for Price Quotation (RPQ)" page
  1. Select one of the two options on the "Contract Number" drop down box:
    - a. CICC 7040-0/07
    - b. CICC 7360-0/08
- D. Fill in the "RPQ No." box with the RPQ number. When doing a "Re-bid" to an existing Request for Price Quotation (RPQ) Number, a new Request for Price Quotation (RPQ) will be filled using the same RPQ number with "REBID 1", "REBID 2", etc, at the end.
- E. Click on "Date Issued" and input the date of the request
- F. Click on "Date Due" and input the bid due date
- G. Click on "Time Due" and input the bid due time
- H. Click on "Bid Submitted Via:" and select one of the following levels from the drop down box:
  1. Web
  2. Email
  3. Fax
  4. Sealed envelopes
- I. Fill in the "Project Number" box with the project number
- J. Click on "Estimated Value" and input the estimated dollar amount of the contract
- K. Click on "Type of Contractor" and select one of the following options from the drop down box:
  1. CSBE Level 1
  2. CSBE Level 2
  3. All Contractors
  4. Emergency Contractor
- L. Click on "Project Name" and input the name of the project
- M. Click on "Project Location" and input the address. If there is more than one location, type all addresses on this line.
- N. Click on the "Project Manager" box and select the name of the project manager with the drop down key.
- O. Fill in the "Phone Number" box with the project manager's number
- P. Fill in the "Fax No." box with the project manager's number
- Q. Click on "A/E Consultant" box and input "Y" when there is an A/E consultant, otherwise input "N".
- R. Click on "A/E Contact" box and input the name of the contact person



- S. Click on "A/E Phone" and input the A/E phone's number
- T. Fill in the "Site Meeting:" information:
1. Input "Y" if a site meeting is required, otherwise input "N"
  2. Type "Y" if the meeting is mandatory, otherwise input "N"
  3. Fill in the "Date" box with the site meeting date
  4. Fill in the "Time" box with the site meeting time
  5. Fill in the "Location" box with the address of the meeting
- U. Fill in the "Pre-Bid Meeting:" information:
1. Input "Y" if a Pre-Bid meeting is required, otherwise input "N"
  2. Type "Y" if the meeting is mandatory, otherwise input "N"
  3. Fill in the "Date" box with the Pre-Bid meeting date
  4. Fill in the "Time" box with the Pre-Bid meeting time
  5. Fill in the "Location" box with the address of the meeting
- V. Click on "Type of Contract" and select one of these two options:
1. Single Trade
  2. Multiple Trade
- W. Click on "Method of Award" and select one of the following options from the drop down box:
1. Assigned Rotation
  2. Lowest Responsible Bidder
- X. Click on "Performance/ Payment Bond Required" and input "Y" or "N" as required
- Y. Click on "Bid Bond Required" and input "Y" or "N" as required.
- Z. Click on the "Commission Dist." drop down box and select the commission district with one of the following options:
1. N/A (non applicable)
  2. Select the District number based on the bid location between District 1 through District 13
  3. Various Districts, when there are different districts in the bid
- AA. Click on "Prevailing Wage Rate Requirements:" and input "Y" or "N" as required.
- BB. Click on "DBD Subcontract Forms Required:" and input "Y" if it is a multi trade contract; otherwise input "N".
- CC. Click on "Davis Bacon:" and type "Y" if this law is applicable; otherwise type "N".
- DD. Click on "CSBE Requirements" and input "Y" when issuing a RPQ for a not federal funded 7360 Contract; otherwise input "N".
- EE. Fill in the percentage number in the "If Yes, %=" box
- FF. Click on the "Trade Set-a-side" box and input "Y" or "N" when applicable
- GG. If the answer is yes, input the type of the trade license in the "If Yes, Trade =" box
- HH. "DBD Dates:" These boxes shall be filled by DBD.
1. "Received," Input the date when the information was received to start the DBD review.
  2. "SOI" Input the date when the "Schedule of Intent" review was done.
  3. "Compliance" Input the date when the compliance review was done.
  4. "Memo" Input the date when the Compliance memo was sent to the user Department.

II. Click on "Trade" box and select one of the following licenses from the drop down box:

1. Air Conditioning Limited
2. Air Conditioning Unlimited
3. Asbestos
4. Asphalt Sealing (not roadway pavement)
5. Building Contractor
6. Burglar Alarm
7. Canvas Awning
8. Concrete Finishing
9. Concrete Forming and Placing
10. Concrete Slab Sawing and Core
11. Concrete Work
12. Demolition
13. Drywall
14. Electric Utility
15. Electrical Contractor
16. Electrician, Master
17. Emergency Response Team- Building Specialties
18. Emergency Response Team- Electrical
19. Emergency Response Team- Fencing
20. Emergency Response Team- General Building
21. Emergency Response Team- General Engineering
22. Emergency Response Team- General Mechanical
23. Emergency Response Team- HVAC
24. Emergency Response Team- Plumbing
25. Emergency Response Team- Roofing
26. Excavating and Grading
27. Fence
28. Fire Alarm
29. Flooring
30. Garage and Industrial Door
31. Gas Filter
32. General Building Contractor
33. General Engineering
34. General Mechanics, Master
35. Glass and Glazing
36. Gypsum Drywall Finish
37. Gypsum Drywall Installer
38. Heating
39. Insulation
40. Insulation and Acoustical Tile
41. Land Clearing and Grubbing
42. Lathing and Plastering
43. Lawn Sprinkler
44. Liquefied Petroleum Gas Installer
45. Low Voltage
46. Masonry and Decorative Fence
47. Metal Awning and Storm Shutter
48. Metal Decking and Siding

- 49. Metal Partition
- 50. Miscellaneous Metals
- 51. Ornamental Iron
- 52. Painting
- 53. Parking Strip Painting
- 54. Paving
- 55. Pile Driving and Foundation
- 56. Pipe Lines
- 57. Plant Construction
- 58. Plumber, Master
- 59. Pneumatic Concreting and Pressure Grouting
- 60. Pollutant Storage System
- 61. Pre-stressed Pre-cast Concrete Erection
- 62. Refrigeration Unlimited
- 63. Reinforcing Steel Placing
- 64. Roof Deck
- 65. Roofing Contractor
- 66. Screen Enclosure
- 67. Sea Walls & Small Docks
- 68. Sheet Metal
- 69. Shower & Tub Enclosure
- 70. Sign (Non-electric)
- 71. Soil Compaction & Tamping
- 72. Store Fixtures & Cabinets
- 73. Structural
- 74. Structural Steel Erection
- 75. Sub-General Building Contractor
- 76. Swimming Pool
- 77. Swimming Pool Maintenance
- 78. Transporting Assembly Install
- 79. Underground Utility & Excavation
- 80. Unit Masonry, Marble &
- 81. Warm Air Heating
- 82. Waterproofing

- JJ. Click on "Count" and input the number of contractors to be invited.
- KK. Click on "Sub Trade 1" and select the license type, if applicable
- LL. Click on "Count" and input the number of contractors to be invited.
- MM. Click on "Work %" and input the work percentage of the selected Sub Trade 1 in reference to the total amount of work
- NN. Click on "Sub Trade 2" and select the license type, if applicable
- OO. Click on "Count" and input the number of contractors to be invited
- PP. Click on "Work %" and input the work percentage of the selected Sub Trade 2 in reference to the total amount of work
- QQ. Click on "Sub Trade 3" and select the license type, if applicable
- RR. Click on "Count" and input the number of contractors to be invited

- SS. Click on "Work %" and input the work percentage of the selected Sub Trade 3 in reference to the total amount of work
- TT. Click on "Anticipated Start Date:" and input the anticipated start date
- UU. Click on "Calendar Days for Project Completion:" and input the estimated project duration in calendar days
- VV. Click on "Liquidated Damages:" and input "Y" or "N" as applicable
- WW. Click on "Methods of Payment:" and select one of the following methods:
1. Lump Sum
  2. Scheduled Monthly Payments
- XX. Click on "Funding Source:" and type "Y" in each of the following boxes when applicable:
1. "Federal:"
  2. "State:"
  3. "PTP:" (People's Transportation Plan)
  4. "Other:"
- YY. Click on the "Scope of Work" box and type all the work included in this request. The Contractor must obtain and submit all permits prior to performing any work.
- ZZ. Click on "Design Drawings Included:" and type "Y" or "N" as applicable
- AAA. Click on "Shop Drawings Included:" and type "Y" or "N" as required
- BBB. Click on "Specifications Included:" and type "Y" or "N" as applicable
- CCC. Click on "Comments:" and type any additional information in reference to the project.
- DDD. Click on "Save/Update" to save and/or update all the information and to continue with the process.
- EEE. Click on "Geo Code Site" to go to the "Miscellaneous Construction Contract Site" page; then add the "Location Type" as follows:
1. Select the location type with the drop down key.
  2. Fill in the type of location form and click on "Find"
  3. Click on "Save/Update" to save the project location and to return to the RPQ form
- FFF. "Email CICC" Click here to request a contractor bid list to Capital Improvements Construction Coordination (CICC)
- GGG. "Email DBD". Click here to request the RPQ review by the Department of Business Development (DBD). This department shall contact the user Department if any information and/or clarification are required. DBD will be responsible to fill the following boxes:
1. DBD Dates:
    - a. Received:
    - b. SOI Date:
    - c. Compliance: Input "Y" or "N"
    - d. Memo Date:
- HHH. Click on "Email Department Liaison" to send an email to the Department's liaison if the RPQ submittal is rejected and/or additional information is required.
- III. CICC shall email the list of Contractors based on rotation number and the requested number of vendors to be invited. If the project is less than \$10,000 the next three firms on

the rotation number will be sent as possible vendors and the department shall contact one by one in the rotation order until the contract is awarded. This email includes the following information:

1. Department and RPQ Number
2. Reference, Type, Category, Rotation Number and CSBE Level
3. Company Name, Address and Name of Contact Person
4. Insurance Up-to-Date

JJJ. Once the list is forwarded to the Department, the RPQ form is updated automatically to include a new "Contractor / Bid Information" box, with the following information:

1. Contractor Name
2. Trade
3. Bid
4. DBD OK
5. Base Bid Amount. The default value is "\$0.00"
6. Award
7. Bid Type
8. Date

KKK. The user Department invites all Contractors to bid after receiving the CICC email with the list of Contractors. To prepare the "Request for Price Quotation (RPQ)" as part of the bid document:

1. Click on "Print S" to print the "Request for Price Quotation (RPQ)" page, then click on "Back"
2. Go to the "Contractor/Bid Information" box and,
  - a. Input "Y" in the corresponding box if the Contractor was invited to bid.
  - b. Then, click on the date link under the "Date" column to print the RPQ last page for each contractor invited to bid. This page must be returned with the price proposal by the bidders.
  - c. Click on "Back" to return to the RPQ form

LLL. The user Department will start the award process after the bid due date. All the information received shall be incorporated into the database as follows:

1. Log into the CIIS and proceed as established in item 2 above.
2. Select Department using the drop down key
3. Select a 7040 / 7360 Contract using the drop down key
4. Go to the "Contractor / Bid Information" box. The user Department will add the following information for those Contractors who responded to the bid:
  - a. Base Bid Amount. Input the bid amount sent by each Contractor
  - b. Award. Verify that the Department of Business Regulations has checked the DBD OK box prior to the award. Then input "Y" for yes to the Contractor whose bid was awarded
  - c. Click on "Update Bids" to save the information.
5. Click on "Save / Update"

#### 4. To process a "RPQ Addendum"

A. The user Department shall issue this form whenever a modification or additional information is required in the Request for Price Quotation (RPQ) prior to the bid award.

B. Click on "RPQ Addendum" to issue this form with the following information:

1. Addendum No.:

2. Date:
3. Project No.:
4. Project Title:
5. RPQ No.:
6. RPQ Due Date:
7. Project Location:
8. Project Manager:
9. Type a description of the new addition or modification of the original scope of work.
10. Name of the Contractor:
11. Name of Individual Authorized to Sign:
12. Title:
13. Signature:

C. Exit the system

#### **5. To process a "Recommendation for Award"**

- A. The user Department must receive the letter of compliance of the selected Contractor from DBD prior to issuing the "Recommendation for Award" on all RPQ when DBD Form 400 was submitted or required.
- B. Click on "Award" to create this letter for the Contractor. Fill this form with the following information:
  1. Letter date; input the date that the letter is written.
  2. Bid date, input the bid due date, as per RPQ
  3. Days to respond, input the number of calendar days to comply with the requirements of this letter
  4. Base amount, this amount is already included in the form
  5. Contingency, input the dollar amount, if applicable
  6. Dedicated, input the dollar amount, if applicable
  7. Performance / Payment Bond required, input "Y" or "N"
  8. Insurance Required, input "Y" or "N" as required
  9. License required, input "Y" or "N" as applicable
  10. Department Liaison Name, input the name of the user Department liaison
  11. From, input the name of the person sending this letter
  12. CC, input the name of the persons receiving a copy of this letter
- C. Click on "Save / Update" to save all the information.
- D. Click on "Print" to have a printout of this letter. Click on "Back" to return to the previous screen.
- E. Click on "Exit" to return to the "Request for Price Quotation" page.

#### **6. To process a "Notice to Proceed"**

- A. Click on "NTP" and fill the form with the following information:
  1. Letter date, input the date when the letter is written
  2. To: The name and address of the Contractor have been included in the form.
  3. NTP (Notice to Proceed) date, input the contract start date
  4. Contract duration, input the duration in calendar days
  5. ADPICS Purchase Order Number, this is the "Advanced Purchasing Inventory Control System" purchase order number used as an account number to make all the

RPQ payments.

6. Department Liaison Name, select from the drop down menu the individual's name
7. From, select from the drop down menu the name of the form
8. CC; input the names of all the persons receiving a copy of this letter.

B. Click on "Save / Update" to save all the information

1. Click on "Print" to have a printout of this letter. Click on "Back" to return to the previous screen.
2. Click on "Exit" to return to the "Request for Price Quotation" page.

**7. To process a "Change to RPQ / Purchase Order"**

A. Use this form every time that a change in value or in time is required

B. Click on "Change Order" and fill the form with the following information:

1. "Bid No." and "RPQ No."
2. "Purchase Order No."
3. "Date"
4. "Description of work authorized:"
5. "Total Change Value"
6. "Total Change Time"
7. "RPQ Description"
8. "Justification (Value)"
9. "Justification (Time)"
10. "Accepted for Contractor, By:"
11. "Title:"
12. "Date:"
13. "Recommended:" Requires project Manager signature
14. "Approved:" Requires Chief Construction's Signature

C. Exit the system

**8. To process a "Notice to Cure"**

A. Click on "Notice to Cure" to write this letter to the Contractor. Fill this form with the following information:

1. Letter date, input the date when the letter is written
2. To: The name and address of the Contractor have been included in the form.
3. Days to Cure, input the calendar days to resolve all the pending items
4. Department Liaison Name, select from the drop down key the name of the user  
Department liaison
5. From, select from the drop down key the name of the person sending this letter
6. Description of Corrections, please write a brief description of all pending items to be resolved.
7. CC, the following persons will receive a copy of this letter:
  - a. Department's Director
  - b. Surety, write the Surety name on the reserved box
  - c. Other interested parties, write the names on the box.

B. Click on "Save / Update" to save all the information

C. Click on "Print" to have a printout of this letter. Click on "Back" to return to the previous screen.

D. Click on "Exit" to return to the "Request for Price Quotation" page.

**9. To process a "Notice of Termination for Default"**

A. Click on "Termination for Default" and fill the form with the following information:

1. Letter date, input the date when the letter is written
2. To: The name and address of the Contractor have been included in the form.
3. Notice to Cure Date; select the date either to correct the deficiencies or to provide an acceptable plan of action for the necessary corrections.
4. Department Liaison Name, select the name with the drop down key
5. From, select from the drop down menu the name of the person sending the letter
6. Surety name, write the name on the provided box
7. Surety Address
8. Surety City, State, Zip
9. CC; write the name of all persons receiving a copy of the letter.

B. Click on "Save / Update" to save all the information

C. Click on "Print" to have a printout of this letter. Click on "Back" to return to the previous screen.

D. Click on "Exit" to return to the "Request for Price Quotation" page.

**10. To process a "RPQ Status Response Form"**

A. Click on "Status" to go to the "RPQ Status Response Form"

1. Fill in the following items as accurately as possible:

- a. Percent complete submittals
- b. Percent complete original RPQ material
- c. Percent complete original RPQ labor
- d. Percent complete base RPQ
- e. Percent complete change order

2. Click on the "RPQ Status" drop down key to select one of the following options:

- a. Not started
- b. On schedule
- c. Ahead of schedule
- d. Behind schedule
- e. Complete
- f. On hold
- g. Abandoned

3. Select "Contact" on the drop down box from a list of names.

4. Write any explanations in reference to time, expenditure or performance in each one of the boxes provided. The performance is based on estimates by the Departments and is subjective. Review all the information and make the necessary changes prior to continue. The explanations will appear in the "7040 or 7360 Contract Executive Summary".

5. Click on each check box if the:

- a. RPQ is complete
- b. As-built information received
- c. Certificate of completion or occupancy received
- d. Warranties received



- e. Final progress payment processed
- f. Permits closed
- g. Release of liens received
- 6. Click on "File", "Print" and "OK" to have a printout of this status response form. Once printed, the signature of the engineer or the consulting engineer has been included to validate this form.
- 7. Click on "Save / Update" to save the information on the database and to go to the "Executive Summary" page.
- 8. Click on "Exit" to go to the "RPQ Status Response Form".
- 9. Click on "Exit" to go to the "Request for Price Quotation (RPQ)" form.
- B. When a project is complete, the "Percent Complete Total Project" must read "100%" and the "RPQ Status" shall be "Complete"

#### 11. To view "Executive Summary"

- A. Click on "Exe Summ View" to go to the "7040 or 7360 Contract Executive Summary" page
- B. All the contract construction management information is summarized in the following items:
  - 1. Contract information
  - 2. Time
  - 3. RPQ / Change Order Values
  - 4. Expenditures
  - 5. Performance
  - 6. Other information
- C. A description of each item is as follows:
  - 1. Contract information includes the following information:
    - a. Department. Click on this link to get a list of all the RPQ'S for that department.
    - b. Contract number. Click on this number to go to the RPQ.
    - c. Contact name. Click on the name shown in the box to see a list of "Contracts for (Contact Name)" with the following information:
      - (i) District number
      - (ii) Department
      - (iii) Contract Number
      - (iv) Description
      - (v) Contact name
      - (vi) Estimated completion date
      - (vii) Total award (\$ value)
      - (viii) Percent complete
      - (ix) Totals for Number of Projects and Total Award (\$ value)
      - (x) Click on "Back" to return to the previous page.
    - d. Contractor, click on the name of the contractor to see a list of "All projects by Contractor" with the following information:
      - (i) District number
      - (ii) Department
      - (iii) Contract Number
      - (iv) Description
      - (v) Contractor

- (vi) Estimated completion date
- (vii) Total award (\$ value)
- (viii) Percent complete
- (ix) Totals for Number of Projects and Total Award (\$ value)
- (x) Click on "Back" to return to the previous page.
- e. Prime Commissioner and District
- 2. Time, the information shown in this category is:
  - a. Notice to Proceed date
  - b. Original duration days
  - c. Time extension days
  - d. Revised duration days
  - e. Original completion date
  - f. Revised completion date
  - g. Time to date (in days)
  - h. Time remaining (in days)
- 3. RPQ / Change Order Values with the following information:
  - a. Number of changes
  - b. Original Contract (\$ value)
  - c. Original RPQ contingency (\$ value)
  - d. Original RPQ dedicated (\$ value)
  - e. Original total RPQ (\$ value)
  - f. Change order (CO) approved (\$ value)
  - g. CO contingency value (\$ value)
  - h. CO dedicated value (\$ value)
  - i. Total change order (\$ value)
  - j. New total RPQ (\$ value)
  - k. New total contingency (\$ value)
  - l. New total dedicated (\$ value)
  - m. RPQ total (\$ value)
  - n. Contingency allowance encumbered
  - o. Dedicated allowance encumbered
  - p. Contingency allowance remaining
  - q. Dedicated allowance remaining
- 4. Expenditures, with the following items:
  - a. Liquidated damages charged (\$ value)
  - b. Liquidated damages collected (\$ value)
  - c. Other paid (\$ value)
  - d. RPQ paid (\$ value)
  - e. RPQ contingency paid (\$ value)
  - f. RPQ dedicated paid (\$ value)
  - g. Total original paid (\$ value)
  - h. CO RPQ paid (\$ value)
  - i. CO contingency paid (\$ value)
  - j. CO dedicated paid (\$ value)
  - k. Total CO paid (\$ value)
  - l. Total RPQ paid (\$ value)
  - m. Total contingency paid (\$ value)
  - n. Total Dedicated Paid" (under "Expenditures"),
  - o. Total Paid" (under "Expenditures"),

- p. Retainage (\$ value)
- q. Retainage released (\$ value)
- 5. Performance with the following information:
  - a. Percent complete submittals
  - b. Percent complete materials
  - c. Percent complete labor
  - d. Percent complete base
  - e. Percent complete Change Order
  - f. Percent performed to date
- 6. Other information includes:
  - a. Time expired = (percentage), (also shown as a bar graph)
  - b. Total paid = (percentage), (also shown as a bar graph)
  - c. Performance = (percentage), (also shown as a bar graph)
  - d. "Today:" shows the current date
  - e. "Last Phase:" shows the contract last phase
  - f. "Current RPQ Status", provides contract status information such as if the construction is underway, completed, etc.
  - g. "Last RPQ Action", refers to the type of action taken – change order, work order, etc. and the date, time and name of the person who took that action.
  - h. Click on "Select a Date" on the drop down box next to the "(Number) – RPQ History Select" box, to choose the executive summary by date.
- 7. Click on "Exit" to return to the "RPQ" page.

**12. To cancel an existing RPQ number**

- A. Send an email to CICC Project Administrator with the request to cancel an existing RPQ.
- B. CICC is the department responsible to input this information in the database
- C. If a project is cancelled, it shall appear "Cancelled" in the "Awarded to" field box

**13. To update a 7040 or 7360 Contract Executive Summary prior to receiving a query:**

- A. Log into the CIIS system and proceed as established on 2.A. above
- B. Go to "Select Department" box and select the department from the drop down key
- C. Go to "Select 7040/7360 Contract" and select the RPQ number to be updated from the list with the drop down key.
- D. Click on "Status" to go to the "RPQ Status Response Form"
  - 1. Read the form and click on the link provided to go to the "7040 or 7360 Contract Executive Summary"
  - 2. Review the "7040 or 7360 Construction Contract Executive Summary" for:
    - a. Time
    - b. RPQ / Change order values
    - c. Expenditures
    - d. Performance
  - 3. Click on "Exit" to return to the "Contract Status Response Form".
  - 4. Fill in the following items as accurately as possible:
    - a. Percent complete submittals
    - b. Percent complete original RPQ material
    - c. Percent complete original RPQ labor

- d. Percent complete base RPQ
- e. Percent complete change order
- f. Percent complete total project
- 5. Click on the "RPQ Status" drop down key to select one of the following options:
  - a. Not started
  - b. On schedule
  - c. Ahead of schedule
  - d. Behind schedule
  - e. Complete
  - f. On hold
  - g. Abandoned
- 6. Select "Contact" on the drop down box from a list of names.
- 7. Write any explanations in reference to time, expenditure or performance in each one of the boxes provided. The performance is based on estimates by the Departments and is subjective. Review all the information and make the necessary changes prior to continue. The explanations will appear in the "7040 or 7360 Contract Executive Summary".
- 8. Click on each check box if the:
  - a. RPQ is complete
  - b. As-built information received
  - c. Certificate of completion or occupancy received
  - d. Warranties received
  - e. Final progress payment processed
  - f. Permits closed
  - g. Release of liens received
- 9. Click on "File", "Print" and "OK" to have a printout of this status response form. Once printed, the signature of the engineer or the consulting engineer has been included to validate this form.
- 10. Click on "Save / Update" to save the information on the database and to go to the "Executive Summary" page.
- 11. Click on "Exit" to go to the "RPQ Status Response Form".
- 12. Click on "Exit" to go to the "Request for Price Quotation (RPQ)" form.

#### **14. To answer a "RPQ Status" query by e-mail**

- A. Open the e-mail and read the instructions. The general format of this e-mail includes:
  - 1. Subject line, with the following information:
    - a. Contract number
    - b. Work order number
    - c. Query subject, with the following options:
      - (i) 50% of the allotted time expired and status update
      - (ii) 10% of the allotted time remaining and status update
      - (iii) 100% of the allotted time expired and status update
  - 2. Reference line, with the following information:
    - a. Contract number
    - b. Project number
    - c. Project name
  - 3. CICC contact person's name and phone number
  - 4. Query request

5. Recommendations for action
6. Consequences of failing to follow the established procedures or failing to respond the query

B. Proceed with the e-mail instructions:

1. Click on the link provided to answer the query, you will be directed to the "Contract Information" page
  - a. Login with appropriate password
  - b. Proceed as 5.A. through 3.B.1 above or
2. Send an e-mail to [CIISAdm@miamidade.gov](mailto:CIISAdm@miamidade.gov) - "Construction Oversight Administrator" with your explanations.
3. It is advisable to review the current Executive Summary prior to complete the Query Response Form. Click on the "number Executive Summary" link provided and
  - a. Click on "Exit" to return to the "Contract Information" page
  - b. Close this page to return to the e-mail

C. Click on "Exit" to return to the "Contract Information" page

**15. To issue a "Contractor Evaluation"**

A. Click on "Contr Eval" to go to the "Contractor Evaluation" form with the following information:

1. MCC Contract:
2. Contractor:
3. FEIN:
4. Evaluation Type: Standard Evaluation
5. Department Contact:

B. Evaluate the Contractor in reference to the following criteria:

1. Schedule
2. Cost effectiveness & efficiency
3. Vision
4. Cooperation
5. Coordination
6. Accuracy & Technical Skills
7. Completeness
8. Responsiveness
9. Commitment
10. Personnel
11. Management
12. Quality
13. Comment:

C. The rating key to be used in each criterion is as follows:

1. Click on "N/A" when there is no information
2. Click on "1" for an unresponsive performance
3. Click on "2" for guarded performance
4. Click on "3" for satisfactory performance
5. Click on "4" for noteworthy performance

D. Click on "Save / Update"

## 16. Other options available in the system

### A. The system includes the following additional options:

1. "Print L", click on this key to print the RPQ form with the Contractor/Bid information.
2. "History" Click on this button to access the "Transactions by Contract" form with the following information:
  - (i) Department
  - (ii) Contract number
  - (iii) Action
  - (iv) Transaction Date
  - (v) User ID
  - (vi) Status
  - (vii) Days
3. "Notes" Click on this key to access the "(contract number) Notes" form, with the following information:
  - a. Date
  - b. Employee
  - c. Description. Type in the box all the information to be saved.
  - d. Action. Select "Add" to save the information. Once saved, you can "Update", "Delete" or "Print" the note.
4. "Exit" Click here to return to the "Miscellaneous Construction Contracts" page
5. "Get Last RPQ" Click here to go to the last RPQ previously opened.
6. "Refresh" Click here to start a new RPQ blank form.
7. "Appendix A", click on this key to go to an "Appendix A" blank form of the contract.

## 17. To view the "7040 List"

### A. Click on "7040 List" to go to the "RPQ's for (user) Department" list with the following information:

1. Department
2. Type (7040 is the default value)
3. RPQ Number, click on this heading to have a "All Projects by RPQ Number" list sorted by ascending RPQ number. Click on "Exit" to return to the "Contract Information" page.
4. Reference Number
5. Work Type, click on this heading to have a "RPQ's by Work Type" list, which includes all the Departments. Click on "Exit" to return to the "Contract Information" page.
6. Notice Date, click on this heading to have a "RPQ's by Date" list sorted by notice date for all Departments. Click on "Exit" to return to the "Contract Information" page.
7. Status, click on this link to sort by status
8. Award Amount, click on this heading to have a "RPQ's by Award Amount" list in descending amount value for all the departments. Click on "Exit" to return to the "Contract Information" page.
9. Awarded to, click on this heading to have a "RPQ's by Contractor" list sorted by alphabetical order. Click on "Exit" to return to the "Contract Information" page.

### B. Click on "Exit" to return to the "Contract Information" page.

**18. To view the "7360 List"**

- A. Click on "7360 List." The "RPQ's for (user) Department" list includes the same information as the 7040 List in the previous paragraph.

**19. To view the "7040 Payments"**

- A. Click on "7040 Payments" to go to the "Payments by Number" page with the following information:
1. Department
  2. Contract type
  3. RPQ number
  4. PO (Purchase order) number
  5. Amount value
  6. Amount paid
  7. Date
  8. Voucher
  9. Check
  10. Treasury Number
  11. Budget index
  12. Vendor
- B. Click on "Dpt" to have "RPQ's for (Department)." Then, click on "Back" to return to the previous page.
- C. Click on "RPQ No." to have a "Payments by Number" list sorted by number. Click on any RPQ number to go to this specific form. Click on "Back" twice to return to the previous page.
- D. Click on "PO No." to have a "Payments by Number" list. Click on "Back" to return to the previous page.
- E. Click on "Vendor" to have a "RPQ Payments by Contractor" list. Click on "Back" to return to the previous page.

**20. To view the "7360 Payments"**

- A. Click on the "7360 Payments" link to review these contract payments.
- B. Please refer to section 9 above for "7040 Payments." The information provided in this section is the same for the 7360 payments.

**21. To view the "DBD 7040 List"**

- A. This list will be used by the Department of Business Development (DBD) as a summary of all the DBD information incorporated to the database.
- B. Click on "DBD 7040 List" to go to the "RPQ's" list with the following information:
1. Department
  2. Type (7040 is the default value)
  3. RPQ No.
    - a. Click on this link to have an "All Projects by RPQ Number" contract list.
    - b. Click on any RPQ number to see the RPQ form then,
    - c. Click on "Back" to return to the previous page.

4. Trade Type
  5. DBD Review
    - a. Click on this link to have a "RPQ's" list sorted by DBD review date.
    - b. Click on "Back" to return to the previous page.
  6. DBD Compliance
    - a. Click on this link to have an "All Projects by RPQ Number" list sorted by DBD compliance date.
    - b. Click on "Back" to return to the previous page.
  7. DBD SOI
    - a. Click on this link to have an "All Projects by RPQ Number" list with all the DBD Schedule Of Intent sorted by date.
    - b. Click on "Back" to return to the previous page.
  8. DBD Memo
    - a. Click on this link to have an "All Projects by RPQ Number" list sorted by memo date.
    - b. Click on "Back" to return to the previous page.
  9. Notice Date
    - a. Click on this link to have a "RPQ's by Date" list sorted by Notice Date
    - b. Click on "Back" to return to the previous page.
  10. Estimate Value
  11. Award Amount
    - a. Click on this link to have a "RPQ's by Award Amount" list sorted by award amount
    - b. Click on "Back" to return to the previous page.
  12. Awarded to
    - a. Click on this link to have a "RPQ's by Contractor" list sorted by contractor.
    - b. Click on "Back" to return to the previous page.
- C. Click on "Exit" to return to the "Contract Information" page.

**22. To view the "DBD 7360 List"**

- A. Click on "DBD 7360 List." The "RPQ's for (user) Department" list includes the same information as the "DBD 7040 List" in the previous paragraph.

**23. To view the "CICC 7040-0/07 Part I"**

- A. Click on " CICC 7040-0/07 Part I" to get the following bid package templates:
  1. Cover page
  2. Section 1 "General Terms and Conditions"
- B. Click on "Back" to return to the previous page.

**24. To view the "CICC 7040-0/07 Part II"**

- A. Click on " CICC 7040-0/07 Part II" to go to the contract "Special Conditions".
- B. Click on "Back" to return to the previous page.





## MIAMI-DADE COUNTY, FLORIDA REQUEST FOR PRICE QUOTATION (RPQ)

Miami - Dade County  
(Name of Department)  
(Address of Department)  
Miami, Florida (Zip Code)

Contract No: CICC-7040-0/07      RPQ No.:  
File Name: (see request to CICC for instructions)

This RPQ is issued under the terms and conditions of the Contract No. CICC-7040-0/07. Bids will only be accepted from pre-qualified under this contract.

Date Issued:      Date Due:      Time Due:      Submit Bid Via:  
Project Number:      Project Name:      Project Location:  
Project Manager:      Phone Number:      Fax No.:  
A/E Consultant:      Contact Person:      Telephone No.:  
Site Meeting:      Date:      Time:      Location:      Mandatory:  
PreBid Meeting:      Date:      Time:      Location:      Mandatory:  
Type of Contract:      Method of Award:      Estimated Value:  
Performance/Payment Bond Required:      within ☐ days  
Bid Bond Required:      at time of bid (bid bonds are required when pay. / perf. Bond is required)  
Prevailing Wage Rates Requirements:  
Trade(s):      DBD Subcontract Forms:  
Anticipated Start Date:      No. of Calendar Days for Project Completion:  
Liquidated Damages:      Method Of Payment:

---

Scope of Work: (Contractor must obtain and submit all permits prior to performing any work.)

---

Design Drawings Included:      Shop Drawings Included:      Specifications:

### Project Qualifier:

(Before Departments submit RPQ's to CICC for processing projects under the MCC, the "Department Qualifier" shall review the project in its entirety to determine if the project is complete and the scope of work adequately defined. The "Department Qualifier" shall then certify by applying their name to the RPQ page.

Comments:

Attachment 5  
(This document is continued on Appendix 5A)  
March 1, 2005



Department:

Address:

**MIAMI-DADE COUNTY, FLORIDA  
REQUEST FOR QUOTATION (RPQ)**

Contract No. CICC 7040-0/07

RPQ No. \_\_\_\_\_

RPQ Project Name: \_\_\_\_\_

Price Proposal (Cost to perform the work **must** be stated here. State No Bid if not submitting a price proposal)

Bidder's Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip Code \_\_\_\_\_/\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Person Submitting Quote (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Quotes must be submitted on this form to (address). Quote envelope must state RPQ Number, date and time due and the Bidder's Name. Use of any other form for submission of the price quotation shall result in the rejection of the price quotation. Late bids will not be opened. *Low bidder will be notified, in the Notice of Award, of the requirements to submit current copies of insurance certificates in accordance with the Contract Documents; user Department will forward all Insurance Certificates to CICC for review.* By signature, the CONTRACTOR agrees to be bound by the terms set forth in the CICC Miscellaneous Construction Contract 7040-0/07.



## RPQ ADDENDUM

Addendum No.:

Date:

Project No.:

Project Title:

RPQ No.:

RPQ Due Date:

Project Location:

Project Manager:

Description:

\_\_\_\_\_

All else remains the same. This document must be signed and returned as part of your RPQ response. Failure to return this document signed may result in your RPQ response being rejected as non-responsive.

Name of Contractor: \_\_\_\_\_

Name of Individual Authorized to Sign: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

MIAMI-DADE COUNTY, FLORIDA

(Name and Address of Department)



Date

Name

Title

Name of Company

Address

City/State/Zip Code

Re: Recommendation for Award (Quote No.)

Dear (Name):

This letter will serve as your notification that you have been awarded the above referenced RPQ based on your Price Quotation submitted (**week day, month, day, year**). The total RPQ amount is (**insert \$ amount**). However, the award is contingent upon the submission of the required items listed below:

- ☐ Payment and Performance Bond
- ☐ Copies of current insurance certificates
- ☐ Copy of the required license

The preceding Documents are required as outlined within the Contract-7040-0/07 and to be submitted within 10 business days. Failure to submit the documents within the specified time, or any extension granted, will result in the award being rescinded.

Subsequent to the review and approval of the aforementioned Documents, you are to proceed with obtaining the required permit(s). Upon obtaining the permit(s) copy(s) must be submitted to the Project Manager prior to commencement of work. No work is to be performed without a permit unless the Project Manager issues a written directive to proceed without permit(s). After receipt of the permits the Project Manager will issue a Notice to Proceed authorizing the performance of the work.

This letter will also serve as a reminder that all work must be performed according to the scope of work and contract's terms and condition, all permits and inspections and in accordance with all applicable Federal, State and local laws, codes and regulations. Should you have any questions please contact (**name**) at (**telephone no.**).

Sincerely,

Name

Title

File

Attachment 12/March 1, 2005

MIAMI-DADE COUNTY, FLORIDA

(Name and Address of Department)



Date

Name

Title

Name of Company

Address

City/State/Zip Code

Re: Notice to Proceed (Project and RPQ Nos.)

Dear (Name):

This letter will serve as your notification that you are to proceed with the work and that all work must be completed by **{insert scheduled completion date}** and that all work must be completed on schedule in accordance with the contract documents. The time allotted for the contract is **{insert number of days}** consecutive calendar days which results in a scheduled completion date of **{insert week day, month, day, year}**.

This letter will also serve as a reminder that all work must be performed in accordance with the contract documents and in accordance with all applicable Federal, State and local laws, codes and regulations. You will be notified of a date, time and location of the forthcoming preconstruction meeting. In accordance with contract procedure, the Miami-Dade County ADPICS Purchase Order Release Number is **{insert number}**.

Should you have any questions please contact **(name)** at **(phone no.)**.

Sincerely,

Name

Title

File

**DRAFT**  
FINAL FORM USE IN  
DATABASE AFTER  
LOGIN



{Department}

## CHANGE TO RPQ / PURCHASE ORDER

RPQ No.: [REDACTED]

Bid No.: [REDACTED]

Purchase Order No.: [REDACTED]

Date: [REDACTED]

This Change No.: [REDACTED]

To Contractor: [REDACTED]

You are hereby requested to make the following changes in the plans and specifications for this project and to perform the work accordingly, subject to all contract stipulations.

### RPQ DESCRIPTION

[REDACTED]
------------

Total Previous \$ Value Changes: [REDACTED]

Total \$ Value Change (this order): [REDACTED]

Total Time Change (this order): [REDACTED]

This payment authorization includes but not limited to all direct costs of the contractor, labor, material, job overhead, and profit markup; all costs for modifications or changes in sequence of work to be performed, delays, rescheduling, disruptions, extended direct overhead or general overhead, acceleration, material or other escalation which includes wages, and other impact costs.

### Description of changed work authorized: (Continue on Page 2 if necessary)

Item #	
	[REDACTED]

### SEE ATTACHED JUSTIFICATION

Accepted for Contractor, By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Certifying Statement: Based on my opinion, I hereby certify that the supporting cost data included is accurate, the prices quoted are fair and reasonable and in proper ratio to the cost of the original work contracted under this RPQ.

Recommended: \_\_\_\_\_

Project Manager Signature

[REDACTED]  
(type/print name)

Approved: \_\_\_\_\_

Chief of Construction Signature

[REDACTED]  
(type/print name)

Approved: \_\_\_\_\_

[REDACTED]  
(type/print title & name)

Approved: \_\_\_\_\_

[REDACTED]  
(type/print title & name)

**DRAFT**  
FINAL FORM USE IN  
DATABASE AFTER  
LOGIN



RPQ No.:  
Change No.:

**CHANGE TO RPQ / PURCHASE ORDER**  
**DESCRIPTION of changed work authorized (continued)**

Item #

**JUSTIFICATION (Dollars)**

The above-described change in plans and/or specifications is necessary for the following reasons:

Item #

**JUSTIFICATION (Time)**

Item #

MIAMI-DADE COUNTY, FLORIDA

(Name and Address of Department)



(Date)

Name of Individual  
Name of Contractor  
Address

Dear:

Contract No. CICC 7040-0/07, Notice to Cure

Project/Work No. \_\_\_\_\_

You are hereby notified that you company has failed to perform in accordance with the terms of the contract for the project/work number identified above. Specifically, your company has failed to:

(Detailed description of issues including citations to specific sections of the contract or RPQ.)

Your company must contact this office with (insert number of days) to discuss a plan of action. Failure to contact this office or to correct the deficiencies as agreed to may result in the County taking any necessary and appropriate action to ensure completion of the work.

Sincerely,

(Name)  
(Title)

cc: CICC

Attachment 33/March 1, 2005



MIAMI-DADE COUNTY, FLORIDA

(Name and Address of Department)



(Date)

Name of Individual  
Name of Contractor  
Address

Dear:

Contract No. CICC 7040-0/07, Termination for Default

Project/Work No. \_\_\_\_\_

You are hereby notified that you company has failed to complete the work as required by the RPQ and the contract, despite repeated efforts by this office to remedy the deficiencies.

You are hereby notified to immediately stop work and vacate the site, including the removal of all your company's materials and equipment, as of the date of this letter. The County assumes no liability for your company's failure to remove such materials and equipment.

A non-performance report will also be filed with the Department of Procurement Management (DPM) and CICC concerning the failure to perform the work. Your company may also be liable for any re-procurement charges incurred by the County in having the work completed.

Sincerely,

(Name)  
(Title)

cc: CICC

Attachment 35/March 1, 2005

# Capital Improvements Information System Contractor Evaluation

MCC Contract: ' \_\_\_\_\_

Evaluation Type: ' \_\_\_\_\_

Department Contact: \_\_\_\_\_

Evaluator ID: heinlei Date: \_\_\_\_\_ Period: Select Evaluation Period... ▾

	<u>Rating *</u>				<u>N/A</u>	<u>Criteria</u>
	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>		
1-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Schedule</b> - Quality of CPM & adherence to CPM resulting in timeliness and minimizing delay to the owner and community.
2-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Cost effectiveness &amp; efficiency</b> - Budget compliance & value of work.
3-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Vision - Design</b> - Concepts or appearance of project site.
4-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Cooperation</b> - Internal and external teamwork & relationship with citizens, owner, subs and suppliers.
5-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Coordination</b> - Ability to organize, schedule and produce results in adherence to the CPM, including subcontractors and suppliers, resulting in contract compliance.
6-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Accuracy &amp; Technical Skills</b> - Cost estimating, scheduling, shop and other drawings, plans, manuals, project documentation and conflict resolution.
7-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Completeness</b> - Compliance with contract documents, permits, Codes & standards.
8-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Responsiveness</b> - Timely, clear & concise responses to owner comments and correspondence.
9-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Commitment</b> - Intangibles & contribution to project success.
10-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Personnel</b> - Quality and dedication of project staff.
11-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Management</b> - Leadership skills of the command staff of firm.
12-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Quality</b> - Work performed correctly the first time.

Comment:

**\* Rating Key**

- 4 **Noteworthy performance** - Exemplary quality, no intervention required - project completed on time or early at or below budget with no change orders or amendments other than owner requested changes.
- 3 **Satisfactory performance** - Minor errors noted, addressed with timely corrective action. No serious errors noted or corrective action needed.
- Guarded performance** Errors and Omissions documented in writing with timely corrective action.
- Unresponsive performance** documented in writing without timely corrective action.
- A **No Information**

Select Evaluation. ▾

Save/Update

Exit

## CAPITAL IMPROVEMENTS RPQ STATUS RESPONSE FORM

Each of the following items is to be fully completely as accurately as possible.

RPQ performance is based on estimates by the Departments and is subjective. However, it is important that all RPQ information is provided as accurately as possible. It is necessary to complete this form and "Update / Save" in order to become an active part of the "Executive Summary" and answer the query from CICC transmitted via E-mail.

It is advisable to review the current Executive Summary prior to completing this Query Response Form. Click here to review [Executive Summary](#).

RPQ NUMBER:

CONTACT PERSON:

DEPARTMENT:

PERCENT COMPLETE SUBMITTALS	0.00%
PERCENT COMPLETE ORIGINAL RPQ MATERIAL	0.00%
PERCENT COMPLETE ORIGINAL RPQ LABOR	0.00%
PERCENT COMPLETE BASE RPQ	0.00%
PERCENT COMPLETE CHANGE ORDER	0.00%
PERCENT COMPLETE TOTAL PROJECT	0.00%

Date: \_\_\_\_\_ RPQ Status:  Contact:

Time Explanation		▶
Expenditure Explanation		▶
Performance Explanation		▶

### RPQ IS COMPLETE

- Punch List Complete ☐
- As-built Information Received ☐
- Certificate of Completion or Occupancy Received ☐
- Warranties Received ☐
- Final Progress Payment Processed ☐
- Permits Closed ☐
- Final Release of Claims Received ☐

SIGNATURE OF ENGINEER OR CONSULTING ENGINEER \_\_\_\_\_

[Save/Update](#)

[Executive Summary](#)

